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ABSTRACT

This resource guide is designed to assist educational institutions and agencies to expand and increase the effectiveness of their vocational guidance and counseling programs for adults. It includes a relevant combination of articles, books, research reports, audivisoual materials, organizations, and directory lists. The references were compiled from a variety of sources, including a comprehensive computer-assisted ERIC literature search, other guides prepared on the subject, federal and state research and training projects, and various private and governmental agencies. The guide covers the following topics: adult counseling, adult education, special topics (appraisal, Comprehensive Employment and Training Act, corrections), career resources, reference materials (directories, bibligraphies, guides, handbooks), publications, associations and advisory councils. A directory of exemplary vocational guidance projects for adults in Virginia also is included. (KC)

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Resource Guide:

VOCATIONAL COUNSELING FOR ADULTS

VIRGINIA VOCATIONAL GUIDANCE PROGRAMS
College of Education
Virginia Tech
Blacksburg, Virginia 24061

Thomas H. Hohenshil
Director
Carolyn Maddy-Bernstein
Associate Director
W. Tucker Anderson
Research Assistant

CE029461

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
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INTRODUCTION

This resource guide is designed to assist educational institutions and agencies to expand and increase the effectiveness of their vocational guidance and counseling programs for adults. It includes a relevant combination of articles, books, research reports, audio-visual materials, organizations, and directory lists.

The references were compiled from a variety of sources, including a comprehensive computer assisted ERIC literature research, other guides prepared on the subject, federal and state research and training projects, and various private and governmental agencies. The guide is not intended to be an exhaustive listing of every available resource, but rather materials were included which seemed to be representative of categories of resources found to be especially helpful in a variety of vocational counseling and vocational education programs for adults.

This guide was developed through a grant from the Virginia State Department of Education, Division of Vocational Education, during the 1981-82 school year.

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ADULT COUNSELING

ARTICLES - REPORTS

ADULT CAREER ADVOCATES TRAINING PROGRAM. Executive Summary. Northwestern University, Evanston, IL, 1978, 36p. ERIC #ED174755.

This report describes a survey which found that counseling centers present labor market information, help interpret information, and help the client examine attitudes, interests, and values. Counseling centers also provide information regarding education and training.

ADULT DEVELOPMENT: "FASTER HORSES... AND MORE MONEY". Rappoport, L. The Personnel and Guidance Journal, 1976, 55, 106-108.

The present article discusses how formal theories and professional practices of career development are changing to meet the changing dynamics of our present day society. The transition from adolescence to adulthood is discussed along with mid life and old age concerns.

ADULTHOOD: NEW FRONTIER FOR VOCATIONAL SCHOOL PSYCHOLOGY. Hohenshil, T. H. School Psychology Digest, 1979, 8(2), 193-198.

This article describes how school psychologists can provide a variety of services in vocational education and CETA programs for adults. Special emphasis is placed upon providing vocational assessment services for handicapped adults and consultation/inservice education services for teachers of handicapped adults.

AGE PREJUDICE OF "ACT YOUR AGE". Ponzo, Z. The Personnel and Guidance Journal, 1978, 57, 140-143.

The present article notes that age prejudice affects all ages, not just the elderly. The relationship between ways of thinking about developmental tasks and age prejudice is discussed. A list of educational activities is presented.

ANNUAL REPORT, PERSONALIZED ADULT COUNSELING EXPERIENCE PROJECT PACE, Adult Education Project No. 2123, Iowa Department of Public Instruction and UNI, Cedar Falls, IA 50613, 1977.

Points out that pupil personnel services is one of the three top priorities of adult education. Especially valuable are sections of Appendix A on "Problems with the Expectations of Adult Counseling," "Adult Learners and Implications for Teaching and Counseling," and "Common Conflicts and Anxieties for Adults."

THE APPLICATION OF COUNSELING SKILLS IN THE BUSINESS AND INDUSTRIAL SETTING. Cristiani, T. S. & Cristiani, M. F. The Personnel and Guidance Journal, 1979, 58, 166-169.

Despite the lack of counselors in business and industrial settings, the financial resources for positions exist these authors note. The present article explores the applicability of counseling skills in non-traditional settings to encourage an increase of their use.

BARRIERS TO ADULT CAREER CHANGE. Frederickson, R. et. al. The Personnel and Guidance Journal, 1978, 57, 166-169.

The present article discusses major forces which impede career change at mid life and suggests methods for overcoming them.

BASIC EDUCATION AND E.S.L. COUNSELING IN THE WORK INCENTIVE PROGRAM. A SUMMARY. Perez, A. Los Angeles City Schools, CA, 1970, 34p. ERIC #ED055275.

This report summarizes the concerns and problems of students in the Work Incentive Program. These were found to include the lack of student-teacher communication about vocational goals, the lack of student motivation, and the students personal and financial problems.

BROKERING: PROVIDING STUDENT SERVICES IN OPEN SYSTEMS. Mills, S. New Directions for Community Colleges, 1978, (21), 35-41.

The present article describes brokering as advisement, advocacy, information, and referral. The author states that it cannot meet all the student needs, but it does offer a model for helping.

CAREER COUNSELING AND FOLLOW-UP STUDY, Spring 1971. Pacific Heights Adult School, San Francisco, CA, 1971, 43p. ERIC #ED059461.

This follow-up study of participants in the Career Workshop found that more women than men seek counseling and that the Workshop offered the only counseling available to many of the adults.

CAREER COUNSELING FOR FAMILIES (AND OTHER MULTI-AGE GROUPS). Laramore, D. The Personnel and Guidance Journal, 1979, 57, 555-556.

This article presents a model for career counseling of families. Parents need to have skills to help their children make career decisions the author notes. Children can also help their parents clarify their goals for either reentry or career change.

CAREER COUNSELING WITH HANDICAPPED PERSONS. Sinick, D. The Personnel and Guidance Journal, 1979, 58, 252-257.

The present article provides an overview of the career counseling process for persons with handicaps. Emphasis is given to developmental differences, assessment techniques, occupational information and exploration, and placement techniques.

CAREER DEVELOPMENT IN ADULTS. Schlossberg, N. K. American Vocational Journal, 1975, 50(5), 38-40.

The present article focuses on career change for people over 35. The author examines the implications of various theories of career development and the concept of vocational maturity. Concepts of congruence are also discussed.

CAREER DIRECTION AND REDIRECTION FOR ADULTS: A HANDBOOK FOR ESTABLISHING AN ADULT VOCATIONAL GUIDANCE CENTER IN THE COMMUNITY COLLEGE. Berner, J. 1979, 26p. ERIC #ED181227.

This handbook was prepared for community colleges and agencies interested in providing vocational guidance services for adults. It describes the types of programs which meet the developmental and career needs of the adult.

CAREER EDUCATION FOR PERSONS WITH HANDICAPS. Brolin, D. E. & Gysbers, N. C. The Personnel and Guidance Journal, 1979, 58, 258-262.

The authors trace the events that have led to increased interest in career education for handicapped persons. The writers advocate a life centered curriculum approach which focuses on 22 living and working skills.

CAREER MOBILITY FOR THE POOR THROUGH CAREER LADDERS: MYTH OR REALITY? Moore, E. Journal of Non-White Concerns in Personnel and Guidance, 1975, 3(3), p. 125-132. ERIC #EJ120610.

Discusses employment problems of minority individuals. Then describes the New Career Ladders in Social Welfare program at Temple University in which disadvantaged people who are locked into dead-end jobs are admitted to special Social Welfare courses.

CAREER PLANNING: THE LEISURE COMPONENT. Fierle, K. & Reardon, R. Journal of Career Education, 1979, 6, 12-21.

This paper describes a project which systematically designed, developed, and evaluated a module for use in a career center at a large university.

CAUSES OF MID-LIFE CHANGE FROM HIGH STATUS CAREERS. Thomas, L. E. The Vocational Guidance Quarterly, 1979, 27, 202-208.

The causes of mid-life career change among middle-and upper-middle-class men were studied. Support was found for the theory that such a career change is related to psychological changes at mid-life, with concurrent changes in goals and values.

COMMUNITY BASED GUIDANCE: "A TUPPERWARE PARTY" APPROACH TO MID-LIFE. Voight, N. L., Lawler, A. & Fulkerson, K. F. The Personnel and Guidance Journal, 1980, 59, 106-107.

The crises of unemployed women during adulthood can leave them stranded, isolated, and unable to access information and support. This article examines a community based program to assist women through networking, peer counseling and professional support.

A COMPETENCY-BASED APPROACH TO ADULT COUNSELING AND GUIDANCE. Hartwig, J. E. Counselor Education and Supervision, 1975, 15(1), 12-19.

This article describes the Adult Career Education Counseling Project. The major goal of the project is to develop a competency-based individualized instructional training system for guidance personnel wanting to work in adult education settings. The article explains the rationale, development, and process used in identification of conceptual areas.

COUNSELING FOR MID-LIFE AND BEYOND. Entine, A. D. Vocational Guidance Quarterly, 1977, 25, 332-336. ERIC #EJ160273.

Psychological and economic factors characterize the life needs of persons as their life patterns change at mid-life and later. These elements can be seen as counselors work with mid-life and postretirement change and with counselees' responses.

COUNSELING MIDDLE-AGED AND OLDER WORKERS. Tomita, K. Journal of Employment Counseling, 1975, 12(3), 100-105. ERIC #EJ122378.

Case studies are cited in which applicants were assisted by the counselor in assessing their experience and abilities and relating them to the job market. Types of cases discussed are retirees wanting to return to work, homemakers reentering the business world, and men and women seeking a change of occupations.

COUNSELING NEEDS OF ADULT STUDENTS. Perrone, P. Wisconsin University, Madison, WI, 22p. ERIC #ED136044.

Results of this study show that sex, age, and full time vs. part time status are related to the reported concerns of students. Implications are for trial learning experiences, for adult level vocational information, and for the recognition of the unique needs of full and part time students.

COUNSELING NEEDS OF ADULT STUDENTS. Perrone, P. A., Wolleat, P. L., Lee, J. L. & Davis, S. A. Vocational Guidance Quarterly, 1977, 26, 27-36.

The reported counseling needs of adult students enrolled in vocational-technical schools are academically and vocationally related.

A DECADE OF MANPOWER TRAINING. Mangum, G. L. & Walsh, J. Manpower, 1973, 5(4), 20-26. ERIC #EJ078219.

This article urges a shift from immediate placement to an emphasis on career objectives.

EDUCATIONAL AND OCCUPATIONAL COUNSELING AND INFORMATION SYSTEMS FOR ADULTS. Conference Report. 1976, 36p. ERIC #ED142168.

This report is directed at state and federal policy makers who are interested in counseling and information services for adults. Topics discussed include the mechanisms and techniques for presenting and delivering information and counseling to adult clients.

THE FAMILY TRAINING CONCEPT. Porter, G. H. Family Coordinator, 1974, 23(2), 171-174. ERIC #EJ095842.

The author describes a program in which the families of migrant workers were educated, trained, and placed in permanent jobs. This program also provided health, counseling, and child care services.

GEORGIA'S "OLDER WORKER SPECIALISTS". Ard, J. V. & Barbour, C. Worklife, 1979, 4(2), 8-12. ERIC #EJ215558.

Describes the Referral/Employment Network for Elderly Workers (RENEW) in Georgia funded by the Department of Labor under Title IX of the Older Americans Act. The program recruits and trains older people (over age 55) to help other seniors find jobs.

GRIEF AND INVOLUNTARY CAREER CHANGE: ITS IMPLICATIONS FOR COUNSELING. Jones, W. H. The Vocational Guidance Quarterly, 1979, 27, 196-201.

Grief as a result of involuntary career loss is usually a normal reaction. An understanding of this grief is critical to effective counseling of such individuals.

THE HARD CORE IN TRAINING - WHO MAKES IT? Kirchner, W. K. & Lucas, J. A. Training and Development Journal, 1972, 26(5), 34-37. ERIC #EJ061135.

Article describes results of a study by 3M Company indicating the importance of motivation in training the hard-core unemployable.

HOW EMPLOYERS SCREEN DISADVANTAGED JOB APPLICANTS. Hamilton, G. S. & Roessner, J. D. Monthly Labor Review, 1972, 95(9), 14-21.

Analyzes the hiring practices of a sample of employers participating in the Work Incentive Program.

HOW TO HELP ADULTS MANAGE CHANGE. Jacobson, M. D. Voc Ed, 1979, 54(7), 40-43.

This article describes typical counseling and advocacy services for adults. The conclusion is made that vast numbers of adults are going unserved.

THE IMPACT OF WORK PATTERNS UPON FAMILY DEVELOPMENT. Hohenshil, T. H., Hummel, D. L., & Maddy-Bernstein, C. The School Psychology Review, 1980, 9, 312-318.

The present article describes significant ways that work impacts on family development. Changing family employment patterns, work scheduling and impacts on children are discussed.

IMPROVING CAREER GUIDANCE: IMPERATIVES FOR THE '80s. Gysbers, N. C. Voc Ed, 1979, 54(7), 18p.

This author feels that the concept of career guidance needs to be expanded, that comprehensive programs are needed, that a team approach is needed, that accents should be on competencies, and that more career guidance centers are needed. The fact that most programming has been designed for adolescents is discussed.

INQUIRY PROJECT: COMPUTER-ASSISTED COUNSELING CENTERS FOR ADULTS. Farmer, H. Paper presented at the American Association of Higher Education. Illinois University, Champaign, IL, 1975, 28p. ERIC #ED122075.

This report describes a project which designed and field tested computer assisted adult counseling centers. The services are built around the developmented tasks relevant to the educational and career needs of adults.

INTERRELATIONSHIPS AMONG LEISURE PARTICIPATION, LEISURE SATISFACTION AND LEISURE ATTITUDES. Ragheb, M. G. Journal of Leisure Research, 1980, 12, 138-149.

This study focused on some of the determinants of leisure participation. Significant factors were satisfaction, education, and sex.

JOB SEARCH TECHNIQUES: EMPHASIS ON MID-CAREER CHANGE. Stimac, M. Paper presented at the Annual Conference of the National Association of Women Deans, Administrators, and Counselors, 1976, 10p. ERIC #ED136106.

The author analyzes the components of a successful job search in mid-career. Practical suggestions are given which apply to "early career individual" as well as to "mid-career persons." The four ingredients of an effective job search strategy are: being organized, identifying personal skills, holding positive self-concepts and initiating contracts to fit each potential job situation.

JOB SEEKING INTERVIEW SKILLS TRAINING: A COMPARISON OF FOUR INSTRUCTIONAL TECHNIQUES. Speas, C. M. Journal of Counseling Psychology, 1979, 26, 405-412.

This article reviews the effects of model exposure, role playing, model exposure plus role playing, and model exposure plus role playing plus videotape feedback on the development of job interview skills.

LEISURE ACTIVITIES AND NEED SATISFACTION: A REPLICATION AND EXTENSION. Tinsley, H. E. A. & Kass, R. A. Journal of Leisure Research, 1978, 10, 191-202.

The need-satisfying characteristics of 10 commonly selected leisure activities are investigated in this article.

LIFE WORK PLANNING: A GROUP CAREER PROGRAM EVALUATED. Tichenor, J. M. The Vocational Guidance Quarterly, 1977, 26, 54-59.

An investigation of the effects on adults of a group career planning program indicated significant increases in self-actualizing attitudes and values.

THE MANSFIELD FORMULA FOR WORKER RENEWAL. Abbott, W. L. Voc Ed, 1979, 54(5), 38-41.

This article describes the organization and planning by labor unions, government agencies, and vocational educators from schools, colleges, institutes, and skill centers in Mansfield, Ohio to provide vocational counseling and retraining for more than 900 unemployed rubber workers. Includes information on other retraining programs and reflections on the need for lifelong learning.

METHODS FOR HUMAN RESOURCE DEVELOPMENT. Conger, D. Training Research and Development Station, Prince Albert (Saskatchewan), 1973, 28p. ERIC #ED088519.

A description is provided of the training and counseling materials and methods developed by the Saskatchewan Newstart program. Of particular interest is the description of the Creating a Career course which is designed to help people prepare career plans.

MID-CAREER CHANGE: SELF-SELECTED OR EXTERNALLY MANDATED? Thomas, L. E. Vocational Guidance Quarterly, 1977, 25(4), 320-327. ERIC #EJ160271.

Career change and life-style are closely related, but not in all instances. Different kinds of changers are examined and implications for counseling are drawn.

MOST VETERANS NOT COMPLETING CORRESPONDENCE COURSES--MORE GUIDANCE NEEDED FROM THE VETERANS ADMINISTRATION. Report to the Congress. Comptroller General of the U. S., Washington, D. C., 1972, 23p. ERIC #ED061514.

This report of a survey found that only about 1% of the sample (N = 1000) took advantage of VA educational and vocational guidance. The veterans wanted more information about the suitability of courses or vocations as determined by aptitude tests.

NEW IMPERATIVES FOR CAREER GUIDANCE, EDITORIAL. Phillips, I. Voc Ed, 1979, 54(7), 17p.

This author points out that career guidance is needed as much by adults as by youth and programs need to consider this. Also accented is the fact that vocational guidance is needed for the success of vocational education.

NEW START. GENERAL EDUCATION (G. E. D.), JOB SKILLS, & JOB PLACEMENT: A SUMMARY. Conti, G. J. Spoon River College, Canton, IL, 1978, 26p. ERIC #ED169983.

To qualify for this program students must be low income, receiving public-aid, non-high school graduates, and have a record of unemployment. The summary provides discussions of various aspects of the program which included personal and vocational counseling.

OVERVIEW OF NEEDS, PROGRAMS, AND IMPLEMENTATIONS OF VOCATIONAL COUNSELING AND GUIDANCE. Kunze, R. Paper presented at the Regional Conference on Career Guidance, Counseling and Placement in Burbank, CA, 1970, 13p. ERIC #ED049499.

The author presents an overview of critisisms of the vocational guidance field. These include the lack of collaboration with industrial personnel, the lack of focus on the individual, and the need for a systems approach to counseling. The author concludes with a discussion of lifelong vocational counseling.

PATHFINDER: PROJECT IN EXPERIENCE BASED CAREER EDUCATION. First Interim Report. Watertown Independent School District 1, SD, 1977, 86P. ERIC #ED146358.

This report describes a project which has the flexibility to meet the needs of adults in work education and guidance and counseling. The program provides community based career education experiences with a major goal being the improvement of the self-concept and interpersonal relations.

PERSONAL GROWTH AND PROFESSIONAL GROWTH: DO THE CHICKEN AND THE EGG BOTH COME FIRST? Knopf, N. B. Paper presented at the American Personnel and Guidance Association Meeting, 1972, 15p. ERIC #ED066694.

This paper describes the processes used in the Vocational Guidance Institute for training counselors.

PROFESSIONAL DEVELOPMENT IN COUNSELING OLDER PERSONS. Sinick, D. Counselor Education and Supervision, 1979, 19, 4-12.

Most counselors concerned with older persons require professional development rather than renewal. Knowledge needed includes stages and tasks encountered over the life span, recognition of individual variation and specific information on career change, retirement, and death and dying.

PROGRAMS FOR ADULTS. Schlossberg, N. K. Personnel and Guidance Journal, 1975, 53(9), 681-684. ERIC #EJ117183.

There is an increasing focus on adult career shifts, and the author describes the need for giving attention to this population through community intervention and through innovative educational-vocational counseling programs designed for this group. She also cites counseling and placement agencies geared especially to women.

ROLES OF COUNSELING IN ENSURING THE RIGHTS OF THE HANDICAPPED. Hohenshil, T. H. & Humes, C. The Personnel and Guidance Journal, 1979, 58(4), 221-228.

This article includes a description of the legal rights of the handicapped provided for and protected by several pieces of federal legislation. Several important roles for counseling designed to help ensure the rights of handicapped youth and adults are also proposed, with special emphasis on such counseling roles as information, advocacy, parent counseling and consulting, career development, and individual planning.

SATISFACTION DERIVED FROM LEISURE - TIME PURSUITS: AN EXPLORATORY NATIONWIDE SURVEY. Hawes, D. K. Journal of Leisure Research, 1978, 10, 247-264.

This paper presents the development and application of a set of satisfaction statements which were found to cluster into interpretable factors.

SINGLE STEP FOR HANDICAPPED. Low, J. Community and Junior College Journal, 1975, 46(3), 18-21. ERIC #EJ126357.

Describes the "Single Step" program for handicapped adults at Dundalk Community College (Maryland), which consists of 15 one day per week sessions of testing, skills training, guidance, and counseling.

SOCIAL SKILLS TRAINING TO IMPROVE ALCOHOLIC'S VOCATIONAL INTERPERSONNAL COMPETENCY. Foy, D. W., Massy, F. H., Duer, J. D., Ross, J. M. & Wooton, L. S. Journal of Counseling Psychology, 1979, 26, 129-132.

The present article discusses interpersonnal skill training related to difficult on the job situations.

A SUPERVISOR'S PLACE IN THE ADULT EDUCATION PROGRAM. Witherow, M. Business Education Forum, 1979, 33(8), 23-24. ERIC #ED136106.

Describes the movement of adult education courses from school to company locations and some of the problems encountered. Increased supervisory activities included determining training needs, recruiting enrollees, developing materials and programs, coordinating publicity, providing course guides and personnel as needed, and tailoring schedules and costs.

SYSTEMATIC DECISION-MAKING BY CAREER COUNSELORS. Turner, C. J. The Vocational Guidance Quarterly, 1979, 27, 341-349.

The purpose of this article is to describe a framework for systematic decision making by counselors.

TOWARD A CAREER PSYCHOLOGY OF WOMEN. Fitzgerald, L. F. & Crites, J. O. Journal of Counseling Psychology, 1980, 27, 44-62.

The present article reviews current knowledge and implications of theory, research and techniques for career counseling of women. The authors also outline areas of expertise needed by practioner.

THE TRAINING OF ADULT CAREER DEVELOPMENT SPECIALISTS: THE DESIRABILITY, FEASIBILITY, AND CONSTRAINTS OF DEVELOPING A CURRICULUM IN THE COMMUNITY COLLEGE. Chaffey College, Alta Loma, CA, 1979, 46p. ERIC #ED183227.

This report discusses the planning issues related to the development of a program to train paraprofessional counselors as Adult Career Development Specialists. The discussion addresses the developmental stages of adult career cycle, the need for new adult guidance techniques, and the usefulness of peer counseling.

UNDERSTANDING ADULTHOOD. Gerstein, M. & Papen-Daniel, M. Fullerton, CA: California Personnel and Guidance Association, 1981, 29pp.

This monograph contains a review and analysis of the works of three leading authorities (Erickson, Levinson, & Sheehy) on the stages and crises in adult development.

WORK SAMPLE TESTING FOR ADULTS WITH SPECIAL NEEDS. Birch, W. American Vocational Journal, 1976, 51(3), 36-38. ERIC #EJ134152.

Gateway Technical Institute, in Southeast Wisconsin, had developed a vocational evaluation program for physically and mentally handicapped adults. The program incorporates work-sample and classroom or job tryout vocational evaluation, providing a behavioral approach to career planning.

BOOKS

ADULT CAREER ADVOCATES TRAINING PROJECT. INTERIM REPORT. Jacobson, M. D. Northwestern University, Evanston, IL, School of Education, 1979, 243p. ERIC #ED177298.

Chapter 1 of this report reviews the need for adult advocacy, provides an overview of services and describes the agencies which support centers.

CAREER DEVELOPMENT AND COUNSELING OF WOMEN. Hansen, L. S. & Rapoza, R. S. Springfield, IL: Charles C. Thomas, 1979.

Thirty-seven articles are collected in this book. The readings focus on the career development of women and its facilitation through counseling, curriculum, and human services. The readings relate to the psychological development of women as it relates to careers and decisions about the roles of work.

CAREER GUIDANCE THROUGH THE LIFE SPAN. Herr, E. L. & Cramer, S. H. Boston: Little, Brown and Co., 1979.

This book stresses the impact of career guidance as an instrument of human development. The authors emphasize a developmental approach and identify materials and techniques available for counselors to put theory into practice.

THE COMPREHENSIVE COMMUNITY CAREER AND VOCATIONAL GUIDANCE AND COUNSELING MODEL. West Virginia State Department of Education. Charleston. Bureau of Vocational, Technical, and Adult Education, 1979, 197p. ERIC #ED174776.

This model is intended to serve as a reference and to provide guidelines for the establishment of a community based vocational guidance and counseling program.

CONTINUING EDUCATION FOR BUSINESS. MONOGRAPH 125. Swatt, K. A. 1972, 62p. ERIC #ED122077.

This monograph states that complete vocational guidance services should be available for adults, including testing and counseling, educational and occupational information, and placement and follow-up.

COUNSELING ADULTS. Schlossberg, N. K. & Entine, A. D. Monterey, CA: Brooks/Cole Publishing Co., 1977.

Counseling Adults is organized into four sections, each of which focuses on adult development from a different perspective. Section 1 deals with theory, Section 2 examines counseling interventions, and Sections 3 and 4 discuss programs which have been developed for counseling and training.

COUNSELING SERVICES FOR ADULTS IN HIGHER EDUCATION. Farmer, M. L. (Ed.). Metuchen, NJ: The Scarecrow Press, 1971.

Thirteen authors contribute chapters to this book on topics ranging from the nature of the adult student to vocational counseling.

EDUCATIONAL BROKERING: A NEW SERVICE FOR ADULT LEARNERS. Hefferman, J. M., Macy, F. U. & Vickers, D. F. Syracuse, NY: National Center for Educational Brokering, 1976.

The intent of this monograph is to share the experiences of a number of people who have been involved in establishing and operating brokering programs. A brokerage service is best described as a go-between to help adult students find their way into and through postsecondary education.

EVALUATION OF MANPOWER DEVELOPMENT AND TRAINING SKILLS CENTERS. FINAL REPORT. Olympus Research Corporation, Salt Lake City, UT, 1971, 276p. ERIC #ED064503.

This report discusses the conceptional strengths and weaknesses of the Manpower Development and Training Act's skill centers in the areas of counseling, basic education, placement, and follow-up.

EVALUATION OF THE RELEVANCE AND QUALITY OF PREPARATION FOR EMPLOYMENT UNDER THE MDTA INSTITUTIONAL TRAINING PROGRAM. FINAL REPORT. Mentec Corporation, Los Angeles, CA, 1971, 172p. ERIC #ED064504.

One of the major factors hampering the effectiveness of the institutional training program was the excessive counselor case loads according to this report.

FACILITATING CAREER DEVELOPMENT. Reardon, R. C. & Burck, H. D. Springfield, IL: Charles C. Thomas, 1975.

This book overviews the career development field and general counseling procedures. It is a collection of practices which others have found useful and covers program development and strategies.

FACILITATING THE CAREER DEVELOPMENT OF HOME-BASED ADULTS: THE HOME/COMMUNITY-BASED CAREER EDUCATION MODEL. FINAL REPORT. Volume II. Research and Evaluation. Guilfoy, V. M. & Grothe, M. S. Education Development Center, Inc., Newton, MA, 1976, 268p. ERIC #ED135998.

The primary focus of this report is on the home based adults who used the career counseling service which provided information, guidance, and referral by telephone. The various sections of the report discuss client characteristics, client expectations, and activities which clients and counselors engaged in.

HANDBOOK FOR COMMUNITY ADULT SCHOOL COUNSELORS. REVISED EDITION. Harrington, J. H., (Ed.). Los Angeles City Schools, CA, 1971, 69p. ERIC #ED058558.

This handbook discusses the objectives, procedures, and limits of adult school counseling. One of the eleven sections is devoted to vocational counseling.

HOW TO HELP YOUR CHILD PLAN A CAREER. Hummel, D. L. & McDaniels, C. Washington, D. C.: Acropolis Books Ltd., 1979.

These authors carefully examine the process of career choice and development in the home. Attention is given to the importance of the parent-child relationship to career development. Information on occupations, resources, career games and growth projections is given.

JOB HUNTERS' GUIDEBOOK WORKSHOP PROGRAM. INSTRUCTOR'S MANUAL. Vermont State Department of Education. Montpelier, 70p. ERIC #ED178681.

This manual describes a program which uses group guidance to bring adult education courses into a career focus. Exercises and homework assignments and designed to lead students to active career search and planning.

'O.I.C.' EXPERIMENTAL AND DEMONSTRATION PROJECT. FINAL REPORT. Shaw, L. J., Jr. & Gibson, J. W. Jacksonville Opportunities Industrialization Center, Inc., FL, 1971, 294p. ERIC #ED056282.

This project report discusses the use of adult education, counseling, pre-vocational training, skills training, placement, and follow-up with impoverished and hard-cord unemployed.

OCCUPATIONAL CHOICES AND VOCATIONAL SCHOOL SELECTIONS: EXPERIENCES WITH THE PORTLAND WIN VOUCHER TRAINING PROGRAM. Dunning, B. B. Bureau of Social Science Research, Inc., Washington, D. C., 1976, 294p. ERIC #ED134638.

This study concluded that vouchers enabled clients to have more freedom to make their own decisions in regards to program choice.

OCCUPATIONAL INFORMATION 4th EDITION. Hoppock, R. New York: McGraw-Hill Book Company, 1976.

Chapters 1 to 6 of this book identify the kinds of occupational information clients need and where to get it. Chapters 7 to 11 discuss basic theories of career choice. Chapters 12 to 24 describe a variety of ways in which the information can be presented to clients.

OCCUPATIONAL INFORMATION AND GUIDANCE. Sinick, D. Boston: Houghton Mifflin Company, 1970.

This monograph places emphasis on both theoretical and practical aspects of occupational information. The book is intended for use by educators and practitioners. Topics include dimensions of occupations, preparation, job information, and job placement.

OCCUPATIONAL PSYCHOLOGY. Super, D. E. Behavioral Science In Industry Series, Wadsworth Publishing, 1970.

The book begins with a discussion of the relevance of occupational psychology. It then takes up individual differences in abilities, interests, values and personality and brings together the role they play in occupational choice and adjustment.

PASSAGES: PREDICTABLE CRISES OF ADULT LIFE. Sheehy, G. New York: Bantam Books, 1977.

The present book reviews predictable personality and sexual changes throughout adult life. The crises are seen as opportunities for creative change.

PERSPECTIVES ON COUNSELING ADULTS: ISSUES AND SKILLS. Schlossberg, N. K., Troll, L. E. & Leibowitz, Z. Monterey, CA: Brooks-Cole Publishing Company, 1978.

This book presents a thorough review of major issues and special skills unique to adult educational and vocational counseling. The book is written for students in training and practioners. Each topic (issues and skills) is represented by five chapters.

PERSPECTIVES ON VOCATIONAL DEVELOPMENT. Whiteley, J. M. & Resnikoff, A. (Eds.). Washington, D. C.: American Personnel and Guidance Association, 1972.

This book presents the writings of four theorists in the vocational development field. These are Super, Holland, Roe, and Tiedeman.

PROCEEDINGS OF THE NATIONAL WORKSHOP ON COMPETENCY-BASED ADULT VOCATIONAL INSTRUCTION. Russell, E. B. Ohio State University, Columbus, National Center for Research in Vocational Education, 1978, 217p. ERIC # ED153052.

The purpose of the workshop reported here was (1) to share and exchange information from a national survey of the status of competency-based adult vocational education instruction and (2) to assist the participants in implementing or expanding competency-based programs. Contents include four groups of workshop presentations. Three are general reports on the subject: involvement of the Ohio State University Center for Vocational Education in competency-based adult vocational education; activities of the U. S. Office of Education in the same area; and an overview of the national survey part of the project.

PROJECT COMPASS (CENTER FOR OCCUPATIONAL MANAGEMENT, PLACEMENT AND SYSTEMATIC SERVICES). FINAL REPORT. Genesee Intermediate School District. Flint, MI, 1979, 439p. ERIC #ED179707.

This report describes a comprehensive computer assisted guidance, counseling, placement, and follow-through program designed to serve the career development needs of students and adults.

A PROJECT TO DEMONSTRATE MAKING VOCATIONAL EDUCATION MORE ACCESSIBLE TO PERSONS IN RURAL MINNESOTA THROUGH COOPERATIVE VOCATIONAL CENTERS. FINAL REPORT. Thomas, P. & Smith, W. O. Minnesota State Department of Education, St. Paul. Division of Vocational and Technical Education, 1971, 143p. ERIC #ED075633.

This report describes an exemplary project which sponsored a variety of educational opportunities and vocational guidance efforts for students and adults.

SOCIAL PSYCHOLOGICAL PERSPECTIVES ON LEISURE AND RECREATION. Iso-Ahola, S. E. (Ed.). Springfield, IL: Charles C. Thomas, 1980.

This book contains fourteen articles which discuss topics on the social psychology of leisure and recreation. Special attention is given to practical implications of research findings.

SIXTH ANNUAL PENNSYLVANIA CONFERENCE ON POSTSECONDARY OCCUPATIONAL EDUCATION: CONTINUING AND ADULT EDUCATION IN VOCATIONAL EDUCATION. Gilli, A. C., Sr., (Ed.). Pennsylvania State University, University Park. Center for the Study of Higher Education, 1975, 171p. ERIC # ED111965.

One of the sixteen conference papers presented deals with the problems in counseling the adult student. The author notes the lack of literature in the area and cites the most common problems. These include poor-educational backgrounds, inadequate study skills, lack of confidence, unrealistic expectations, irrelevancy of the adult curriculum, conflicts with spouses and teachers, and poor orientation to school.

STATE-WIDE SURVEY OF ADULT VOCATIONAL EDUCATION PROGRAMS AND SERVICES (SECONDARY AND POST-SECONDARY LEVELS). FINAL REPORT. Clark, F. A. Success Research Consultants, Inc., Tenley Park, IL, 1973, 111p. ERIC #ED124777.

This study sampled administrators, instructors, and students for feedback on adult vocational education programs. Students rated the programs significantly lower than administrators and instructors. It was found that students throught the flexible scheduling was acceptable, but the lack of adequate student personnel services weakened the programs.

STUDY OF ADULT VOCATIONAL EDUCATION PROGRAMS IN THREE CITIES. FINAL REPORT. Analytic Systems, Inc., Vienna, VA, 1971, 220p. ERIC #ED057265.

This report focused on the adult vocational programs in three major cities. Among the findings it was noted that none of the programs utilized a formal planning process guiding program development and that guidance was limited to course selection and scheduling problems.

SUMMATIVE EVALUATION OF MOUNTAIN-PLAINS. Volume II. Bunch, M. B. Mountain-Plains, Education and Economic Development Program, Inc., Glasgow AFB, MT, 1976, 450p. ERIC #ED150398.

This second document in a three-volume summative evaluation report presents a portion of the internal evaluation conducted by the Mountain-Plains program, a residential, family based education program developed to improve the economic potential and life-style of selected student families in a six-state region. (The three-volume report presents both an overview of the evaluation design and results and a component by component analysis as well.)

TO LEISURE: AN INTRODUCTION. Neulinger, J. Boston: Allyn and Bacon, 1981.

The theme of this book is the role of leisure within the context of the quality of life. The book is written for students and professionals.

VOCATIONAL EVALUATION AND WORK ADJUSTMENT SERVICES IN VOCATIONAL REHABILITATION: TRAINING GUIDE. Mills, D. L. Menomonie, WI: Materials Development Center, Stout Vocational Rehabilitation Institute, University of Wisconsin - Stout, 1972.

This guide is intended to help the rehabilitation counselor make appropriate selections and use of vocational evaluation and work adjustment programs.

THE WONDERFUL CRISIS OF MIDDLE AGE. LeShan, E. J. New York: David McKay Company, 1973.

This book describes problems and resources for middle aged persons.

ADULT EDUCATION

ARTICLES - REPORTS

ACADEMIC VS VOCATIONAL CONTINUING EDUCATION. David, R. L. Lifelong Learning: The Adult Years, 1978, 1(9), 8-11. ERIC #EJ184439.

The growth of corporate vocational education coincides with the decline in higher education, the author states. He warns that higher education's loss of business and government financial support threatens its academic existence. Corporations may absorb many universities and emphasize vocational education, with continuing education the most imminent target.

ADMINISTRATION OF CAREER EDUCATION FOR ADULT POPULATIONS. Manley, R. N. Journal of Career Education, 1977, 4(2), 45-53. ERIC #EJ177072.

Before establishing an adult career education program, administrators should first conduct a needs analysis to assess the type of service to be provided for the target population. Approaches and problems encountered in the federal "Career Education Model IV" are described to show some of the elements of a particular kind of adult education program.

ADULT BUSINESS EDUCATION--NEED IT BE ONLY FOR ACQUISITION OF SALEABLE SKILLS? Selden, W. & Nichols, N. P. Balance Sheet, 1977, 59(2), 67-69. ERIC #EJ167170.

Expanding the adult business education program, course organization, business courses, rationale for adult evening programs in a high school, and suggestions for teaching adult evening students are among the topics presented by the authors.

THE ADULT STUDENT POPULATION. Snyder, F. A. & Blocker, C. E. Harrisburg Area Community College, 3300 Cameron Street Road, Harrisburg, PA 17110, 1971, 33p. ERIC #ED047689.

The student's evaluation of this program was based on their expectations, motivations, and experiences. The study found that adults continue their education to (1) renew employment skills and (2) develop their awareness of the environment. Recommendations are made for reducing barriers to the extension of adult education (e.g. off campus centers, non-credit courses, course scheduling.

ADULT VOCATIONAL TEACHER COMPETENCIES. Hole, F. M. Paper presented at the Adult Education Research Conference (San Antonio, TX, April, 1978) 54p. ERIC #ED152981.

In almost every competency area sampled (e.g. program planning, development, and evaluation; guidance; classroom management; and instructing special groups) teachers rated their acquired competency level lower than desired.

AN AWAKENING. McCarter, W. R. Open Door, 1970, 6(3), 17. ERIC #EJ022690.

The Adult Activities Center makes work and learning opportunities available for trainable retarded adults in the Burlington area. The center involves a cooperative effort among local religious, educational, and service organizations.

BASF: TRAINING AND ADVANCED TRAINING 1. Heinz, V. Training Officer, 1979, 15(1), 7-10, 12-13. ERIC #EJ209087.

Describes the many government-sponsored training programs and facilities operated by a large German chemical company, in-plant and in their vocational school and laboratories, which provide vocational training and employment opportunities in various trades for school leavers as well as advanced training for skilled workers.

BUSINESS-INDUSTRY-LABOR INVOLVEMENT IN LIFELONG VOCATIONAL--TECHNICAL EDUCATION. Warmbrod, C. P. Ohio State University, Columbus. National Center for Research in Vocational Education, 1979, 11p. ERIC #ED179790.

This paper suggests an academic-business cooperation to deal with need for continuing education and skill development. Business could implement work leaves for education and flex-time to permit part time education. Academic settings need to assess their courses, scheduling, and factors affecting how they meet the adult learner's needs.

CAREER DEVELOPMENT FOR DEAF ADULTS: BLUE HILLS BREAKS THE COMMUNICATIONS BARRIER. Dwyer, W. A. American Vocational Journal, 1973, 48(5), 37-39. ERIC #EJ080205.

Describes in detail an experiment in team teaching that integrated deaf adults into a regular welding class and led to a career development program for adults with all types of physical and mental handicaps.

CAREER EDUCATION: NOT FOR CHILDREN ONLY. Weishan, R. J. & Peters, C. L. Journal of Career Education, 1977, 3(4), 3-13. ERIC #EJ177060.

According to the authors, adult career education should provide services in career counseling and planning, career certification, and career preparation and placement. The paper discusses these three categories and outlines a proposed adult career education system involving employers, the community, and the public schools.

A CONCEPT PAPER ON THE IMPORTANCE OF A SKILLS CENTER IN THE COMPREHENSIVE DELIVERY SYSTEM OF MANPOWER SERVICES IN GREATER CLEVELAND. Eppley, G. E. 1979, 62p. ERIC #ED181986.

This paper presents a rationale for the establishment of a comprehensive skills center to remediate adult's lack of education, skills, and good work habits. A comparison of the work force with the manpower needs indicated the need for the center to train the unemployed.

CREATING ADULT BASIC EDUCATION PROGRAMS. Harris, D. M. Paper prepared for National Right to Read Training Conference, 1972, 25p. ERIC #ED070904.

This study points out that recruitment can best be accomplished through personal canvassing, linkages with agencies serving targeted populations, use of public media, and cooperative efforts with business, industry, and labor groups. Also presented is an overview of program development.

DARING TO BE DIFFERENT: CREATIVE APPROACHES TO NEW JOBS. Porteous, P. L. Voc Ed, 1978, 53(6), 34-39. ERIC #EJ191931.

Describes various approaches in several states to creating jobs and providing vocational education and training through school-community programs, including secondary and vocational school cooperative job training for students and adults, inplant programs for employees and trainees, and skills training for small business entrepreneurs.

EDUCATION IN INDUSTRY. Lusterman, S. Lifelong Learning: The Adult Years, 1978, 1(10), 8-9, 38-9. ERIC #EJ186375.

Corporations have become a significant part of the nation's educational system, the author states, and regard their education and training activities as necessary business functions. Employer-sponsored education, both in-house and at outside institutions, trains new employees, but most programs are for upgrading present personnel.

EDUCATION LOOPING OR WHY DO FOUR YEAR COLLEGE GRADUATES RETURN TO COMMUNITY COLLEGES FOR VOCATIONAL TRAINING. FINAL REPORT. Swartz, C. Mohegan Community College, Norwich, CN, 1977, 48p. ERIC #ED145197.

Graduates return for more training because (1) they failed to obtain marketable skills, (2) little vocational guidance was given, (3) labor trends have changed, (4) more complex work environments require more training, (5) they have never set occupational goals, and (6) economic and social trends have changed the role of women.

EDUCATIONAL VARIABLES AND PARTICIPATION IN ADULT EDUCATION: AN EXPLORATORY STUDY. Dickinson, G. Adult Education, 1971, 22(1), 36-47. ERIC #EJ047048.

This study lends support to the notion that education is a lifelong process of which adult education is a part. The study also discusses factors which influence participation.

ENROLLMENT PATTERNS OF OCCUPATIONAL NON-CREDIT STUDENTS IN THE TWO-YEAR COLLEGE. Rigterink, J. M. Polk Community College, Winter Haven, FL, 1978, 27p. ERIC #ED161466.

The responses of students who had taken non-credit courses were analyzed with the following result: poor teaching was the most frequent critisism. Suggestions for improvement included seminars for instructors who are inadequately prepared, changing the courses to credit and allowing written student evaluations of instruction.

GUIDELINES FOR AN ADULT TYPEWRITING PROGRAM. Holder, B. H. Journal of Business Education, 1978, 53(6), 257-259. ERIC #EJ180835.

Seven guidelines for an adult programs are presented to insure that the program is compatible with adult needs and characteristics. The guidelines include cooperative assessment of goals, flexibility in classroom procedures, immediate feedback, self-evaluation and self-direction, and job relevance.

A HOME-COMMUNITY BASED CAREER EDUCATION MODEL. Worthington, R. M. Education Leadership, 1972, 30(3), 213-214. ERIC #EJ067110.

This model is a career-oriented approach designed to enhance the employability and career options of out-of-school adults.

IDENTIFYING COMPETENCIES OF EFFECTIVE ADULT EDUCATORS. McCellan, V. B. Wisconsin Vocational Education, 1976, 1(1), 8-10. ERIC #EJ150937.

A survey revealed that to be effective, adult educators should counsel and refer, develop flexible learning activities, understand the adult learner's point of view, and vary class routine and pace. A model of an effective adult educator was developed from the data.

INSTANT PEOPLE-A NEW PRODUCT FOR THE LABOR MARKET BY ADULT EDUCATION. Kunze, K. R. Training and Development Journal, 1972, 26(5), 2-7. ERIC #EJ060194.

Reports on the results of pre-employment training programs being developed in the hopes of reducing some of our present manpower ailments.

LEARNING FOR WORKERS--FEDERAL POLICY IMPLICATIONS. Javits, J. K. Training and Development Journal, 1978, 32(7), 20-26. ERIC #EJ186390.

Senator Javits writes that Congress and the federal government should promote the concept of lifelong education. Stating that present legislation to construct a comprehensive education-work policy is insufficient, he proposes tax legislation to expand exclusions for employer-sponsored education. Other proposed incentive legislation for training and education is noted.

LEARNING LABS SPUR BACK TO SCHOOL MOVEMENT. Carter, J. B. American Vocational Journal, 1971, 46(1), 32-34. ERIC #EJ032651.

This article recommends the use of an open door policy and programmed instruction.

LIFELONG LEARNING AND THE VOCATIONAL EDUCATOR. Hriceniak, J. & Mannebach, A. J. Voc Ed, 1978, 53(8), 38-42. ERIC #EJ195685.

The authors discuss the increasing interest in adult education and lifelong learning, the differences in and the differing needs of adult students, and the need for qualified lifelong educators who can work with adult students.

LIVING SKILLS CENTER FOR THE VISUALLY HANDICAPPED. CAREER EDUCATION PROGRAM PROJECT PERFORMANCE REPORTS. Frederick Burk Foundation for Education, San Francisco, CA, 1976, 40p. ERIC #ED160795.

This report discusses a program of vocational training for the visually handicapped which used a vocational hierarchy to evaluate program participants and provided job observation, special study sessions, and role playing to prepare participants for employment.

LOCAL PLANNING AND COORDINATION FOR ADULT STUDENTS IN EDUCATIONAL PROGRAMS. Miller, R. H. College Entrance Examination Board, New York, NY, 1979, 50p. ERIC #ED179722.

Institutional planning for adults has increased due to the large number of adults lacking requisite job skills and the transitional state of workers between 16 and 65. This paper classifies barriers to adults seeking post-secondary education into situational, dispositional and institutional areas. The paper also presents and outlines 4 models of community organization which bring together community resources and the need for continuing education.

MAKING IT IN THE REAL WORLD. Armstrong, F. Paper presented at the New York State English for Speakers of Other Languages/Bilingual Education Conference, 1976, 10p. ERIC #ED136616.

This paper describes a project designed to facilitate the rapid movement of adult students from the classroom into vocational training, jobs, or higher education. The project deals with junior and senior high school dropouts, some from New York and some from Puerto Rico. The basic premise of the program is that, while these students return to school because they feel they need further instruction in English, what they also need are other skills vital for success in the working world.

MOBILEARN. Savage, F. L. Journal of Psychology, 1975, 75(MAY), 18-20. ERIC #EJ021327.

The present article describes a unique system called mobilearn which takes certain courses out to the students in widespread areas. The project was conducted in Prince George, Canada.

NEEDED: DEGREE PROGRAMS FOR WORKING ADULTS. Lewis, J. K. & Blake, D. L. Voc Ed, 1978, 53(8), 51-53. ERIC #EJ193688.

Sequential programs, evening classes, and accessible classrooms are needed to enable working adult students to continue their occupational training, according to a survey of employees.

NEW CAREERS: A CHALLENGE TO ADULT EDUCATION. Connolly, J. J. Adult Leadership, 1972, 21(6), 187-188. ERIC #EJ069637.

Describes a paraprofessional training program for the disadvantaged.

OFF-CAMPUS IS ON TARGET IN ATLANTA. Henson, E. C. Voc Ed, 1979, 54(5), 42-43. ERIC #EJ207706.

Describes the skill training and retraining provided to workers in Atlanta, Georgia through arrangements between the employing companies and the Atlanta Area Technical School. The school offers specializing training in day classes and also in part-time evening courses off-campus according to company training needs.

OLDER AMERICANS: A NEW CHALLENGE. Sheppard, N. A. Agricultural Education Magazine, 1974, 46(9), 202-203. ERIC #EJ092339.

The author discusses the need and the reasons for education for older adults and the assistance that can be offered by vocational education in occupational education, training, and retraining.

PERCEPTIONS OF THE NATURE AND SCOPE OF EFFECTIVE ADULT VOCATIONAL TEACHER CHARACTERISTICS AS HELD BY ADULT STUDENTS, TEACHERS, AND COORDINATORS OF ADULT EDUCATION IN OKLAHOMA AREA VOCATIONAL-TECHNICAL CENTERS. Penner, W. R. & Price, R. R. Oklahoma State Department of Vocational and Technical Education, Stillwater, Division on Research, Planning, and Evaluation, 1972, 30p. ERIC #ED069894.

This study highlights the characteristics of effective adult vocational teachers (e.g. enthusiasm, and demonstrations).

THE PSYCHOLOGIST CONSULTANT IN EDUCATIONAL DESIGN. McKee, J. M. & Moon, J. P. Paper presented at Meeting of American Psychological Association, 1971, 7p. ERIC #ED057297.

The present study describes a training system developed by a psychologist. The system uses programmed instruction based on diagnosis, and prescription. Progress is assessed by testing and contingency contracting is used.

THE REALITIES OF SERVING OLDER STUDENTS. Swanson, G. I. Voc Ed, 1978, 53(8), 43-46. ERIC #EJ195686.

The conventions of vocational education are not suited to adult vocational education. The author notes that policy changes are needed to respond to demographic changes, to provide for institutional solutions for adult vocational education, and to match vocational education and training with the entire age range of the occupational structure.

TEACHING ADULT EDUCATION COURSES: THE EMPLOYEE TRAINING MODEL, SOCIAL SCIENCES, AGRICULTURAL EDUCATION 4. Bail, J. P. & Cushman, H. R. Information Bulletin 115, 1977, State University of New York, Ithaca, College of Agriculture and Life Sciences at Cornell University. ERIC #ED141588.

The authors describe a model for teachers offering courses to adults seeking additional skills or improvement of skills and job performance. Included are discussions of adult learners, implementation of the model, recruiting, and learner evaluation.

TEACHING TECHNIQUES TO CUT CORNERS AND REDUCE STRESS FOR ADULT LEARNERS. Horalek, J. & Taziri, K. American Vocational Journal, 1970, 45(8), 56 & 58. ERIC #EJ028854.

Waiver nurses prove to be a highly motivated group not requiring rigid classroom structure. A source of womanpower well worth saving, in the opinion of Colorado educators.

THEIR JOB IS FILLING JOBS. Marshall, K. K. American Education, 1978, 14(3), 12-15. ERIC #EJ180858.

The article describes "Project Occupations" at a Missouri junior college to train and find employment for low-income persons who are unskilled, undereducated, have lost jobs, or are chronically unemployed. Emphasis is on fast training and placement in area businesses.

A TIME TO ACT. Gleazer, E. J., Jr. Community and Junior College Journal, 1977, 47(7), 6-12. ERIC #EJ160783.

Discusses three urgent and existing needs in society which require educational action by the community college in concert with other community-based education and training institutions: to maintain a level of adult proficiency, to broaden understanding of critical issues, and to improve social means for the transition of youth to adulthood.

VO-TECH: A SCHOOL FOR ALL AGES. American School and University, 1977, 49(7), 225-255. ERIC #EJ158794.

Combining vocational education for secondary students and adults into one central facility eliminates duplication of administrative costs and support facilities, and provides the students with exposure to a wide range of programs and educational experiences.

WHAT THE FUTURE HOLDS: A VIEW FROM THE HILL. Jennings, J. F. Voc Ed, 1979, 54(6), 22-24.

The author of this article reviews past legislation, current economic trends, and demographic changes as they impact on the educational system. The renewal of the Vocational Education Act depends on the debate surrounding these issues.

WIDENING OPPORTUNITY RESEARCH CENTER PROJECT (SEPTEMBER, 1976-JUNE, 1978). FINAL REPORT. Middlesex Community College, Bedford, MA, Division of Community Services, 1978, 41p. ERIC #ED163144.

This project report describes and evaluates the program's counseling services and training.

BOOKS

THE ADULT LEARNER: A NEGLECTED SPECIES. Knowles, M. Houston: Gulf Publishing Company. 1973.

Knowles brings together many learning theories in this book. Topics cover learning theories, teaching theories, and how to apply each to students.

ADULT LEARNING. Howe, M. J. A. (Ed.). New York: John Wiley & Sons, 1977.

This book brings together the contributions of a number of psychologists. Part 1 concerns the kinds of learning that occur in day to day life. Part 2 describes varieties of learning that contribute to the aquisition of knowledge. Part 3 covers circumstances and problems necessitating learning in modern life.

ADULT LEARNING. Lovell, R. B. New York: John Wiley and Sons, 1980.

This book is a thorough overview of adult learning and some of the factors which influence it. The early chapters deal with mechanisms and processes of adult learning, while the latter part of the book deals with the social context of learning.

ADULT VOCATIONAL EDUCATION FOLLOW THROUGH. A SYSTEM FOR PARTICIPANT FEEDBACK FOR DECISION MAKERS. FINAL REPORT. White, T. R. Indiana University, Bloomington, Department of Vocational Education, 1978, 166p. ERIC #ED160865.

This research showed that students enroll in adult vocational education programs for a variety of reasons. These include exploration of careers, skill renewal, leisure interests, and to learn basic skills.

ASSESSMENT OF ADULT VOCATIONAL OUTREACH PROGRAMS OF NORTHWEST COMMUNITY COLLEGES. FINAL REPORT. Washington State University, Pullman College of Education, 1978, 286p. ERIC #ED178690.

This study looked at the delivery of adult vocational education in rural areas (e.g. twenty miles or more away from the campus). Findings indicate that potential students lacked knowledge about educational opportunities. Other factors affecting enrollment included student age and distance from class location.

BARRIERS TO ENROLLMENT IN POST SECONDARY VOCATIONAL, TECHNICAL AND ADULT EDUCATION PROGRAMS IN WISCONSIN. FINAL REPORT. Farning, M. Mid-State Vocational, Technical, and Adult Education District, Wisconsin Rapids, WI, Southwest Wisconsin Vocational, Technical, and Adult Education District 3, Fennimore, Wisconsin University, Madison. Center for Studies in Vocational and Technical Education, 98p. ERIC #ED138758.

The present article is based on a prior study which found that only 55% of those who indicated that they planned to attend a vocational school actually did. Reasons for not attending include the need to earn money, difficulty in making the decision, lack of financial aid, and transportation problems. Recommendations are made.

CAREER EDUCATION: CONTRIBUTIONS TO AN EVOLVING CONCEPT. Hoyt, K. B. Salt Lake City: Olympus Publishing Company, 1975.

The thirty-three papers in this collection provide an overview of the concepts, institutions, practices and clients of career education.

THE CAREER EDUCATOR VOL. 1. Garner, D. P. (Ed.). Charleston, IL: Eastern Illinois University, 1975.

The text is the first volume in a 3 part series which attempts to survey ideas, approaches, and interest surrounding career education. Topics include curricular, vocational career education, career education methodologies, and ideas and issues.

COLLEGE OF THE ALBEMARLE: A DEVELOPMENTAL PROJECT IN OCCUPATIONAL EDUCATION. Lewis, C. E. North Carolina State University, Raleigh. Center for Occupational Education, 1970, 133p. ERIC #ED072222.

This article describes a study which considered (1) the social and economics of the area, (2) the barriers to the employment of the target population, (3) the identification of clientele, and (4) the specific occupational programs needed.

COMPETENCY-BASED ADULT VOCATIONAL EDUCATION PROJECT. FINAL REPORT. Auburn University, Alabama Department of Vocational and Adult Education, 1978, 127p. ERIC #ED172023.

This report concludes that vocational educational programs incorporating the adult performance level competency based approach are effective.

COMPETENCY BASED ADULT VOCATIONAL EDUCATION THROUGH PERFORMANCE BASED TEACHER EDUCATION--"AN IMPLEMENTATION DELIVERY SYSTEM." FINAL REPORT. Berry, A. O. Maine University, Portland-Gorham, School of Education, 1978, 97p. ERIC #ED154170.

This project developed a competency based staff development program for adult educators. The adult educators were trained to design, develop and implement competency based instruction for their students.

COORDINATED INSERVICE ACTIVITIES FOR PART-TIME ADULT VOCATIONAL TEACHERS IN PENNSYLVANIA. FINAL REPORT. Vocational-Technical Education Research Report. Monograph No. 3, Vol. 15, No. 9. Hole, F. M. Pennsylvania State University, University Park, Division of Occupational and Vocational Studies, 1977, 62p. ERIC #ED152958.

The project surveyed adult vocational teachers to determine their inservice needs. The results indicated that teachers wanted to develop competencies in working with special populations and in assisting students in career orientation and job placement.

DETERMINING AND VALIDATING BARRIERS TO POST-SECONDARY VOCATIONAL, TECHNICAL AND ADULT EDUCATION PROGRAMS IN WISCONSIN. FINAL REPORT. Farning, M. & Borden, S. Mid-State Vocational, Technical, and Adult Education District, Wisconsin Rapids, WI, 1978, 159p. ERIC #ED164995.

This survey focused on the barriers to adult enrollment in vocational schools. Discussed as reasons are job security, need for money, career indecisiveness and program difficulties.

THE DEVELOPMENT AND TESTING AND ADULT VOCATIONAL PROGRAMS UTILIZING AND ADULT PERFORMANCE LEVEL COMPETENCY APPROACH. FINAL REPORT. Tennessee State Department of Education, Nashville, 1979, 76p. ERIC #ED177366.

This project developed 5 adult performance level modules to help adults seek and maintain employment. The modules covered employment information sources, job applications, job interviews, job satisfaction, standards of behavior on the job, and legal aspects of employment.

DEVELOPMENT AND VALIDATION OF COMPETENCY BASED INSTRUCTIONAL SYSTEMS FOR ADULT, POST SECONDARY, SPECIAL NEEDS, AND ENTREPRENEURSHIP VIA THE IDECC SYSTEM. FINAL REPORT. Broadnax, R. Interstate Distributive Education Curriculum Consortium, Columbus, OH, 1978, 98p. ERIC #ED164981.

This project utilized consultants and specialists to develop, test, and refine compentency based instructional materials for adult distributive education, postsecondary education, special needs, and additional occupational students.

EMOTIONS AND ADULT LEARNING. More, W. S. Lexington, MA: Lexington Books, D. C. Health and Company, 1974.

This book is intended for teachers and demonstrates how easily emotional responses are triggered in learning situations. The book highlights values, roles, and conflicts in adult education.

FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION (FIPSE) PROJECT. FINAL REPORT FY78-79. Parkersburg Community College, WV, 1979, 286p. ERIC #ED172850.

This final report describes a project designed to provide workers with educational opportunities at the location of their employment. The project attempts to improve skills and the potential for formal lifelong learning, and to link education and work.

HOW ADULTS LEARN. Kidd, J. R. New York: Association Press, 1973.

This book was first published in 1959. It is intended for the practioner in adult education to help improve assistance to students.

IDENTIFICATION AND ANALYSIS OF COMPETENCY-BASED ADULT VOCATIONAL EDUCATION PROGRAMS. FINAL REPORT. Research and Development Series No. 132. Russell, E. B. Ohio State University, Columbus. National Center for Research in Vocational Education, 1978, 54p. ERIC #ED153051.

This final report from a project to identify and analyze competency-based vocational education programs presents an overview of the project, a literature review, and a summary. Major findings indicate that too many programs which purport to be competency based fail to achieve adequate preassessment, progression upon mastery, and an open entry and exit format.

INDIVIDUALIZING VOCATIONAL AND TECHNICAL INSTRUCTION. Pucel, D. J. & Knaak, W. C. Columbus, OH: Merrill Publishing Company, 1975.

Methods and procedures for individualizing vocational and technical instruction are discussed with examples. Key topics include developing objectives, instructional strategies, and monitoring student progress.

MINORITY OWNERSHIP OF SMALL BUSINESSES: INSTRUCTIONAL HANDBOOK. Bureau of Adult, Vocational, and Technical Education (DHEW-OE), Washington, D.C.: Office of Minority Business Enterprise (DOC), Washington, D.C., 1972, 47p. ERIC #ED074284.

This handbook is intended to provide supplementary instruction on basic business techniques for adult minority students in business education. Focusing on business procedures and practices, each problem area is illustrated with specific experiences drawn from these case studies of 30 businesses, of which half failed.

MOUNTAIN-PLAINS HANDBOOK: THE DESIGN AND OPERATION OF A RESIDENTIAL FAMILY BASED EDUCATION PROGRAM. Appendix. Supplement Four to Volume Three. Measurement and Evaluation: The Research Services Division. Coyle, D. A. Mountain-Plains Education and Economic Development Program, Inc., Glasgow AFB, MT, 1975, 152p. ERIC #ED150355.

One of the five supplements which accompany chapter 3 of "Mountain-Plains Handbook: The Design and Operation of the Residential, Family Oriented Career Education Model" (CE 014 630), this document contains a master listing of all Mountain-Plains curriculum, compiled by job title, course, unit, and Learning Activity Package (LAPS) and arranged in numerical order by curriculum area. Preceding each curriculum area listing is a page of explanatory notes. The following curriculum areas are covered: mathematics skills, communication skills, office education, lodging services, food services, marketing and distribution, automotive, small engines, health education, consumer education, home management, parent involvement, carpenter, electronics assembler, electrical wireman, plumber, heating systems serviceman, refrigeration/cooling systems serviceman, appliance serviceman, radio and television serviceman, electric motor repairman, draftsman, and leadership training. A sample curriculum unit (CE 014 647) and an orientation guide for instructors (CE 014 652) are also available from ERIC. Additional Mountain-Plains curriculum materials, including twenty-two instructional units, are available for on-site inspection at the Research Library at the National Center for Research in Vocational Education at Ohio State University.

NEGROES IN THE WHITE-COLLAR LABOR MARKET: TRAINING, EMPLOYMENT, AND ATTITUDES. Petshek, K. R. Wisconsin University, Madison. Industrial Relations Research Inst., 1971, 123p. ERIC #ED054440.

This study finds that training activities in the vocational school contributes to more favorable employment records of those who take the courses voluntarily and that on the job training is more successful than other types.

OCCUPATIONAL EDUCATION FOR ADULTS: AN ANALYSIS OF INSTITUTIONAL ROLES AND RELATIONSHIPS. RESEARCH MONOGRAPH NO. 3. Beder. H. W. 1979, 175p. ERIC #ED177309.

A study analyzed the nature of the delivery system for adult occupational education provided by the public sector in four New Jersey counties and then across the country. Objectives were to describe, identify, and analyze existing linkage networks; factors affecting articulation; factors facilitating or impeding collaborative linkages between providers and such user systems as business and industry, labor, and CETA (Comprehensive Employment and Training Act) programs; and policy alternatives for enhancing effectiveness.

PERFORMANCE-BASED ADULT VOCATIONAL EDUCATION. Patterson, S. D. Alabama State Department of Education, Montgomery, Division of Vocational Education, 1978, 150p. ERIC #ED164795.

The major outcome of this study was that both students and instructors who received performance based instruction were attracted by the concept.

PROBLEMS IN ADULT RETRAINING. Belbin, E. & Belbin, R. M. London: Wm Heinemann Ltd., 1972.

This book is about the behavior of people being retrained for new jobs in the middle years of life. The book consists largely of case studies.

PROJECT LINK-FOUR: PRE-VOCATIONAL EDUCATION FOR ADULTS THROUGH COMMUNITY LINKAGES. Stedman, D. S. Texas University, Austin, 1979, 162p. ERIC #ED183790.

This report describes a project which implemented a curriculum based on functional competencies and formed linkages with local organizations involved in adult vocational education. The project was based on the concept that a set of pre-vocational skills and a set of vocational competencies would prepare adult students for their daily life.

REVIEW AND SYNTHESIS OF RESEARCH CONCERNING ADULT VOCATIONAL AND TECHNICAL EDUCATION. Adams, D. A. Ohio State University, Columbus, Center for Vocational and Technical Education, 1972, 69p. ERIC #ED064469.

This paper points to the need for research in (1) program evaluation, (2) organization, administration, and supervision, (3) integration of general and vocational education, and (4) strategies for working with minority groups.

SMALL BUSINESS MANAGEMENT. GOING-INTO-BUSINESS MODULES FOR ADULT AND/OR POST SECONDARY INSTRUCTION. Rice, F. Minnesota Research Coordinating Unit for Vocational Education, Minneapolis, Minnesota University, St. Paul, Department of Agricultural Education, 1978, 382p. ERIC #ED167761.

Each module is organized into seven elements: (1) introduction; (2) behavioral objectives; (3) transition of modules (a brief summary of the previous, current and following module); (4) the lesson (subject content is centered around a series of key questions related to student objectives, and each key question contains a suggested teaching strategy); (5) summary (key points); (6) unit evaluation instrument (instructions for using it and an answer key are provided); and (7) transparency masters for use in the lessons).

A TASK ANALYSIS APPROACH TO PREVOCATIONAL AND VOCATIONAL TRAINING FOR THE HANDICAPPED. TRAINING FOR THE HANDICAPPED. Duquesne University, Pittsburgh, PA,School of Education, 1975, 135p. ERIC #ED114621.

This handbook is designed primarily for special education personnel. Nevertheless, it includes task analyses, educational and skill prerequisites and descriptions of 10 job experiences.

TOWARD A FEDERAL POLICY ON EDUCATION AND WORK. Sterns, B. E. Washington, D. C., U. S. Government Printing Office (Stock No. 017-080-01689-3), 1977, 146 p. ($2.75).

Part two of this document deals with career and life redirection and renewal for adults. Factors impacting on adults are covered and recommendations for a federal policy are made.

TOWARD A WORKING PHILOSOPHY OF ADULT EDUCATION. Apps, J. W. Syracuse, NY: ERIC Clearinghouse on Adult Education, 1973, Occasional papers no. 36.

This monograph attempts to present a working philosophy on adult education. Apps has put adult education in the context of current educational philosophies in easily understood practioner language.

VALUES, EDUCATION, AND THE ADULT. Paterson, R. W. K. Boston: Routledge and Kegan Paul, 1979.

Paterson's book deals with the philosophy of adult education. Topics include concepts, educational objectives, processes and education and society.

VOCATIONAL EDUCATION FOR YOUTHS AND ADULTS. Sugarman, M. N. and Pautler, A. J., (Eds.). New York: MSS Information Corporation, 655 Madison Avenue, 1974.

This book was designed to incorporate several papers dealing with current issues, concepts, and trends in vocational education into one source. Most articles deal with post secondary education and one with post secondary guidance.

VOCATIONAL EDUCATION MANAGEMENT INFORMATION SYSTEM FOR VIRGINIA (VEMIS-V). FINAL REPORT. Virginia Polytechnic Inst. and State University, Blacksburg, Division of Vocationa-Technical Education, 1976, 190p. ERIC #ED131324.

This report describes the one year project to improve and expand the vocational management information system for Virginia. Follow-up surveys present information about the current status of former students in seven vocational areas.

VOCATIONAL TRAINING PROGRAMS AND SUPPORT SERVICES NECESSARY TO MEET NEEDS OF DISPLACED HOMEMAKERS AND OTHER SPECIAL GROUPS. FINAL REPORT. Lisack, J. P. Purdue University, Lafayette, IN. Office of Manpower Studies, 1979, 152p. ERIC #ED173555.

This report studies the support services needed to allow women to enter vocational programs traditionally limited to men, the day care services needed for students who are parents, and vocational programs needed for displaced homemakers and other special groups.

YOU CAN BE A SUCCESSFUL TEACHER OF ADULTS. Langerman, P. D. (Ed.). Washington, D. C.: Customer Service, National Education Association, 1201 16th Street, N. W., 1974.

This book attempts to make the learning process meaningful for students and teachers. It is designed as a how-to book for adult education.

SPECIAL TOPICS

APPRAISAL

A CAREER PLANNING INVENTORY FOR ADULTS. San Bernandino County Superintendent of Schools, CA, 1979, 91p. ERIC #ED178707.

The Adult Career Planning Inventory (ACPI) was designed to elicit from clients their self-perceptions of aptitudes, and to compare these perceptions with actual job requirements as taken from the Dictionary of Occupational Titles (DOT). The ACPI is a reusable eight-page booklet of statements, preferences, and interests which might apply to a client.

A COMPARISON OF SEVEN VOCATIONAL EVALUATION SYSTEMS. Botterbusch, K. F. Menomoie, WI: Materials Development Center, Stout Vocational Rehabilitation Institute, University of Wisconsin - Stout, 1976. ERIC ED# 186738.

The purpose of this publication is to present a reasonably objective comparison of seven evaluation systems. Potential users may use this guide to determine the most appropriate system for their needs.

ADULT ASSESSMENT. Andrulis, R. Springfield, IL: Charles C. Thomas, 1977, 325pp.

This comprehensive source book of adult assessment describes and evaluates a wide range of instruments for measuring adult behavior. The book is primarily written for practitioners in industry, business, and education.

COMPREHENSIVE OCCUPATIONAL ASSESSMENT AND TRAINING SYSTEM. Prep., Inc. 1575 Parkway Avenue, Trenton, NJ 08628.

The COATS system uses 10 work samples based on the content analysis of job groups. The job groups were chosen from the U. S. Office of Education's growth rate projections.

JEWISH EMPLOYMENT AND VOCATIONAL SERVICES WORK SAMPLE BATTERY-REVISED. Vocational Research Institute, JEVS, 1624 Locust Street, Philadelphia, PA 19103.

The JEVS battery utilizes 28 work samples to evaluate the client across 10 worker trait groups found in the DOT. The system was normed on 332 young black males.

MICRO-TOWER. ICD Rehabilitation and Research Center, 340 East 24th Street, New York, NY 10010.

The Micro-TOWER is a group aptitude battery based on 13 work samples related to 9 specific aptitudes in the DOT. The system uses a formal test format combined with group counseling.

PSYCHOLOGICAL TESTING IN VOCATIONAL EVALUATION. Botterbusch, K. F. Menomonie, WI: Materials Development Center, Stout Vocational Rehabilitation Institute, University of Wisconsin-Stout, 1978. ERIC ED #187883.

The purpose of this guide is to help the evaluator select and use tests within the context of the referral questions and evaluation plan.

SINGER VOCATIONAL EVALUATION SYSTEM. Singer Educational Division, Career Systems, 80 Commerce Drive, Rochester, NY 14623.

The Singer system consists of 24 self contained work stations designed to assess vocational interests, aptitudes, and training needs.

TESTING ORIENTATION WORK EVALUATION IN REHABILITATION. ICD Rehabilitation and Research Center, 340 East 24th Street, New York, NY 10010.

Uses 94 work samples across 14 occupational areas. The samples are related to specific jobs and are based on job task analysis.

VALPAR COMPONENT WORK SAMPLE SERIES. Valpar Corporation, 3801 East 34th Street, Tucson, Arizona 85713.

The Valpar is a series of 16 work samples designed to evaluate client aptitudes.

VOCATIONAL INFORMATION AND EVALUATION WORK SAMPLES. Vocational Research Institute, Jewish Employment and Vocational Service, 1624 Locust Street, Philadelphia, PA 19103.

The VIEWS system utilizes 16 work samples related to 4 worker trait groups drawn from the DOT. It is intended to provide comprehensive evaluations of mentally retarded clients.

ARKANSAS AND THE 5 PERCENT SET-ASIDE. Hardin. L. S. American Vocation Journal, 1978, 53(5), 62-64. ERIC #EJ184454.

In Arkansas the five-percent allocation is known as VESA-CETA: Vocational Education Set-Aside Funds under the Comprehensive Employment and Training Act. The article describes various state-administered projects for dropouts, potential dropouts, and adults who are unemployed or underemployed.

AN ASSESSMENT OF CETA, THIRD ANNUAL REPORT TO THE PRESIDENT AND THE CONGRESS OF THE NATIONAL COMMISSION FOR MANPOWER POLICY, REPORT NO. 7. The National Commission for Manpower Policy, Suite 300, 1522 K Street, North West, Washington, D.C. 20005, 1978, 38p.

This report includes the Commission's twelve specific recommendations on CETA.

CAREER EXPLORATION AND SPECIALIZATION: A NEW TRAINING DESIGN FOR ADULT AND YOUTH WORK EXPERIENCE. CONCEPT PAPER AND SYNOPSIS. Spann, J. Dane County Affirmative Action Office, Madison, WI, 1977, 36p. ERIC #ED158015.

To address the Comprehensive Employment and Training Act (CETA) client's need for career development experience and skills, this program developed a year long training program aimed at job exploration, internship, and personalized decision making.

CETA: AN ANALYSIS OF THE ISSUES, REPORT OF THE NATIONAL COMMISSION FOR MANPOWER POLICY, SPECIAL REPORT NO. 23. The National Commission for Manpower Policy, Suite 300, 1522 K Street, North West, Washington, D.C. 20005, 1978.

Contains a great deal of background information on CETA, which is presented in seven issue papers prepared for the Commission's discussions of CETA. Contributes to understanding CETA operations, problems, and purposes. A companion document to An Assessment of CETA.

CETA PRIME SPONSOR COMPREHENSIVE MANPOWER PLANS. Prime Sponsor officers; usually Mayor's offices and regional consortia.

These publications describe in detail the needs to be met, approaches, services to be rendered to participants. activities, results and benefits.

DOWN TO THE SEA IN STIP'S. Rich, L. Worklife, 3(10), 1978, 20-25. ERIC #EJ202681.

Part of the former Boston Navy Yard is now a job training center where Comprehensive Employment and Training Act (CETA) participants are trained as welders, pipefitters, electronics technicians, mechanics, and other marine workers. About half the program graduates use their transferable job skills in other industries.

EMPLOYMENT AND TRAINING REPORT OF THE PRESIDENT. Washington, D.C.: U. S. Government Printing Office, 1979. (Stock No. 029-00-00359-9).

This report includes the Department of Labor's annual report on employment and occupational requirements, resources, use, and training. It also contains DHEW's annual report on facilities utilization and employment and training program coordination as required by CETA. A special reports section includes reponses to 1978 CETA amendments, veterans services, and a report on the Construction Industry Service. The Bureau of Labor Statistics prepared a chapter on employment and unemployment.

EVALUATION SERVICE AND WORK. THE MULTI-FUNDED APPROACH. Washington, D. C.: The Olympus Research Corporation, Federal Interagency Committee on Education (FICE), Subcommittee on Education and Work, 1978.

Gives summaries of 22 projects, 14 of them funded by CETA agencies in conjunction with other agencies. Among the services described in projects, where applicable, is guidance and guidance-related concerns. Projects serve both out-of-school youth and adults.

A FOUR STATE REGIONAL INSTITUTE FOR SELECTED ADULT, SUPPLEMENTARY, AND VOCATIONAL EDUCATION DIRECTORS AND COORDINATORS. ADULT COORDINATORS HANDBOOK. Iowa State University of Science and Technology, Ames, Department of Home Economics Education; Iowa State University of Science and Technology, Ames, Department of Industrial Education, 1976, 130p. ERIC #ED129978.

One of the abstracts presented in this handbook describes the educational implications of the Comprehensive Education and Training ACT (CETA). Other topics include staff development, funding, and support services.

HANDBOOK FOR ILLINOIS PUBLIC COMMUNITY COLLEGES AND ILLINOIS PRIME SPONSORS UNDER THE COMPREHENSIVE EMPLOYMENT AND TRAINING ACT (CETA). Illinois Community College Board, Springfield, IL. 1977, 93p. ERIC #ED144646.

This handbook provides an overview of the Comprehensive Employment and Training Act (CETA) legislation, the Illinois Public Community College system, and provides the mechanics for the development of contracts for training and services by Illinois community colleges. It includes the following: (1) a summary of each of the eight titles of CETA, and a list of Illinois Prime Sponsors, Program Agents, and funding allocations; (2) the philosophy and purpose of the community college system and its financial operating history; (3) a description of CETA "5% funds" for vocational education and training and the role of the Illinois Department of Adult Vocational Technical Education (DAVTE) in administering these funds, plus a list of DAVTE Employment and Training staff; and (4) nine major steps for applying for CETA funds from a Prime Sponsor, the basic contents of a subagreement contract, and a model contract.

ILLINOIS MANAGEMENT TRAINING INSTITUTE. Hughes, K. L., Executive Director. 80 Lee Street, Des Plaines, IL 60016.

Provides management training to CETA organizations, including contractors, training agencies and referral groups. Primary areas of concern are management information systems, accountability, evaluation, coordination with contractors, and communication.

SOLVING THE GUIDANCE LEGISLATIVE PUZZLE. Drier, H. N. & Herr, E. L. (Eds.). Arlington, VA: The American Vocational Association, 1978, ($6.75). ERIC ED#159430

Narrative and charts analyze guidance rationale behind CETA (P.L. 95-207) and YEDPA (P.L. 95-93), as well as other guidance related legislation. Suggests means to use legislation to produce a cumulative positive impact on local and state guidance programming.

URBAN CETA-BASED GUIDANCE SERVICES. Drier, H. & Whitson, K. National Center for Research in Vocational Education, Ohio State University, 1960 Kenny Road, Columbus, OH 43210, 1979 (Research and Development Series No. 161). ERIC ED# 177435.

This monograph was developed to provide practioners with a better understanding of the guidance needs of underemployed and unemployed urban adults, and is intended to provide a framework for service planning. The final goal of this document is to equip leaders in CETA agencies, guidance services and adult education with descriptions of promosing practices and resource identification.

YOUTH TRAINING PROGRAMS IN OHIO'S COMMUNITY ACTION AGENCIES. Altschuld, J. W. Columbus: The Center for Vocational Education, The Ohio State University, 1977. ERIC ED#146 359.

Covers strengths and weaknesses of CETA funded training programs for in-school and out-of-school youth.

CORRECTIONS

THE EXPERIMENTAL MANPOWER LABORATORY FOR CORRECTIONS: PHASE I. FINAL REPORT. Rehabilitation Research Foundation, Elmore, AL, 1970, 40p. ERIC #ED072184.

This report discusses the barriers to the employment of released offenders, the post-release economic status of the offender, and factors within the prison environment which appeared to affect a manpower training effort.

PATHFINDING BEHIND BARS. Marshall, P. Manpower, 3(1), 1971, 20-25. ERIC #EJ031970.

This special issue of Manpower is entitled Making Prison Training Work.

PILOT STUDY OF FOUR SELECTED GROUPS OF PAROLEES. Garay, B. & Others. Washington State Board of Prison Terms and Parolees, Olympia.: Washington State Department of Social and Health Services, Olympia, 1971, 41p. ERIC #ED072328.

This follow up study of inmates found that 76% who completed the vocational rehabilitation program succeed on parole.

STATE-OF-THE-ART ASSESSMENT OF PROGRAMS IN REGION IV. VOLUME II. Rice, E. & Poe, J. R., Jr. System Sciences, Inc., Chapel Hill, NC, 1978, 40p. ERIC #ED172042.

This study focused on characteristics of successful programs in correctional institutions. Discussed are course development, instruction, inmate characteristics, evaluation, agency cooperation, and support services.

VOCATIONAL EDUCATION AND CORRECTIONS: AN ASSESSMENT OF OPPORTUNITIES AND NEEDS IN NORTH CAROLINA. FINAL REPORT. Davison, P. Conserva, Inc., Raleigh, NC, 1977, 267p. ERIC #ED164990.

This study was done to determine inmates' vocational education and training needs and their future employment opportunities upon release. Findings indicated that 90% of the inmates indicated an interest in taking courses while only 9% were enrolled in courses. The discrepancy seems to be a function of interests versus courses offered.

VOCATIONAL EDUCATION IN CORRECTIONAL INSTITUTIONS: STATE-OF-THE-ART ASSESSMENT OF PROGRAMS IN REGION IV. VOLUME I, FINAL TECHNICAL REPORT. Rice, E. & Others. System Sciences, Inc., Chapel Hill, NC, 1978, 208p. ERIC #ED172041.

This study was undertaken to identify the issues, characteristics, barriers, and needs related to vocational education delivery in correctional institutions. Personnel needs were for counselors, teachers, special education teachers, reading specialists, and clerical support. Program needs were follow-up, job referral and additional space.

VOCATIONAL EDUCATION IN CORRECTIONAL INSTITUTIONS: STATE-OF-THE-ART ASSESSMENT OF PROGRAMS IN REGION IV. EXECUTIVE SUMMARY. Rice, E. & Others. System Sciences, Inc., Chapel Hill, NC, 1978, 39p. ERIC #ED172043.

This report found that the most critical barriers to successful vocational programs in correctional institutions are the lack of policy, comprehensive programs, and appropriate funding. The greatest need was for vocational teachers.

CAREER RESOURCES

INFORMATION/MATERIAL CENTERS

THE AMERICAN COLLEGE TESTING PROGRAM. P. O. Box 168, Iowa City, IA 52240. Services: Consultation in the field, Consultation at office, Library collection, ERIC microfiche collection, ERIC index collection.

Development and administration of guidance-oriented assessment programs, systems development, and administrative services for education and government agencies. Field staff in 13 regional offices. Large document collection in education and psychology. Program, professional, and research publications.

APPALACHIAN ADULT EDUCATION CENTER. U.P.O. 1353 Morehead State University, Morehead, KY 40351. Services: Consultation in the field, Consultation at office, Referral, Library collection, Data collection, ERIC microfiche collection, ERIC index collection.

Services for adult educators and administrators. Appalachian data related to adult basic education demonstration and research activities.

APPALACHIAN EDUCATIONAL LABORATORY. P.O. Box 1348, Charleston, WV 25325. Services: Consultation in the field, Consultation at office, Referral, Library collection, Data collection, ERIC microfiche collection.

Services to State and local education agencies. Complete design, development, implementation, and evaluation services.

B'NAI B'RITH CAREER AND COUNSELING SERVICE. 1640 Rhode Island Avenue, N.W., Washington, D.C. 20036. Services: Consultation in the field, Consultation at office, Referral, Library collection, Data collection.

Collection of data on occupations, careers, and guidance. Small collection of books, pamphlets, and journals. Publications on opportunities for minorities and adult career education. Quarterly annotated bibliography on current literature on educational and vocational guidance.

CAREER DEVELOPMENT CENTER. University of Northern Colorado Vocational Eucation Department, Greeley, CO 80631. Services: Consultation in the field, Consultation at office, Referral, Library collection.

Research in career education and vocational teacher education in Colorado, guidance, curriculum development, and information dissemination provided.

CENTER FOR VOCATIONAL EDUCATION. The Ohio State University, 1960 Kenny Road, Columbus, OH 43210. Services: Consultation in the field, Consultation at office, Referral, Library collection, ERIC microfiche collection, ERIC index collection.

Vocational, technical, and career education, vocational guidance, staff development. Abstracts of Instructional and Research Materials in Vocational Education (AIM/ARM) and monographs published. Leadership development seminars and career education minoconferences held.

COUNSELOR'S INFORMATION SERVICE. A QUARTERLY ANNOTATED BIBLIOGRAPHY OF CURRENT LITERATURE ON EDUCATIONAL AND VOCATIONAL GUIDANCE. 32(4). B'nai B'rith, Washington, D.C., 1977, 25p. ERIC #ED153091.

This comprehensive literature guide abstracts current publications pertaining to a wide range of counseling topics. Many articles are free or inexpensive and the addresses for obtaining copies are included. Included are sections on occupational information; educational, vocational and personal guidance; guidance administration and procedures; student aids; aids for the teacher; adult education and the aging; and handicapped rehabilitation counseling.

ERIC/CAPS SEARCH LIGHT, RELEVANT RESOURCES IN HIGH INTEREST AREAS. Ann Arbor, MI: School of Education, University of Michigan, 1977 ($1.50).

Computer search bibliographies from ERIC data base, November 1966-November 1977. Relevant booklets: No. 11, Counseling the Aging; No. 15, Outreach Counseling; No. 21, Needs Assessment; No. 24, Mid-Life Career Change; No. 33, Comprehensive State Career Guidance Plans and Programs.

ERIC CLEARINGHOUSE ON ADULT, CAREER, AND VOCATIONAL EDUCATION. The Ohio State University, 1960 Kenny Road, Columbus, OH 43210.

ERIC CLEARINGHOUSE ON COUNSELING AND PERSONNEL SERVICES. University of Michigan, 2108 School of Education Building, Ann Arbor, MI 48109.

FAR WEST LABORATORY FOR EDUCATIONAL RESEARCH AND DEVELOPMENT. 1855 Folsom Street, San Francisco, CA 94103. Services: Consultation in the field, Consultation at office, Library collection.

Local and state education agencies served through educational research, development, diffusion, evaluation, and technical assistance by a staff of 200. Multimedia studio, computer facilites, meeting rooms, printing shop, professional library. Recent work in experience-based career education.

MID-ATLANTIC CENTER FOR COMMUNITY EDUCATION. School of Education. Ruffner Hall, University of Virginia, Charlottesville, VA 22903.

NATIONAL ADULT EDUCATION CLEARINGHOUSE. Department of Adult Continuing Education, Monclair State College, Upper Montclair, NJ 07043.

NATIONAL CAREER INFORMATION CENTER. American Personnel and Guidance Association, 1607 New Hampshire Avenue, N.W. Washington, D.C. 20009.

Purpose is to keep the practicing counselor fully informed about resources, tools, and techniques in career guidance. Newsletter and series of career resource bibliographies published monthly.

NATIONAL CENTER FOR EDUCATIONAL BROKERING. 1211 Connecticut Avenue, N.W. Suite 400, Washington, D.C. 20036.

This organization provides information, inservice training, planning, and assistance through free monthly bulletins, bibliographies, and a consulting network. Contacts are maintained with over 200 information and counseling services.

NATIONAL MULTIMEDIA CENTER FOR ADULT EDUCATION. Department of Adult Continuing Education, Montclair State College, Upper Montclair, NJ 07043.

This center acquires and assesses curricular instructional materials designed for adult basic and continuing education. Monthly abstracts are available by subscription.

NATIONAL OCCUPATIONAL INFORMATION SERVICE. Patrick Henry Building, 601 D Street, N.W. Washington, D.C. 20213. Services: Consultation in the field, Consultation at office, Referral, Library collection, Data collection, ERIC microfiche collection, ERIC index collection.

A division of the Department of Labor's Employment and Training Administration. Refers requests for occupational and labor market information to appropriate government agencies. Grantee programs served.

NORTHWEST REGIONAL EDUCATIONAL LABORATORY. 710 S.W. Second Avenue, Portland, OR 97204. Services: Consultation in the field, Library collection.

Purpose to assist in improving educational programs and processes by developing and disseminating educational products, conducting research, providing technical assistance, evaluating programs and projects, training, and serving as an information resource. Maintains five field offices.

OCCUPATIONAL OUTLOOK SERVICE. Bureau of Labor Statistics, U.S. Department of Labor, Washington, D.C. 20212. Services: Data collection.

A number of bulletins, handbooks, periodicals, and leaflets on occupational outlook published through eight regional offices.

OFFICE OF MANPOWER STUDIES. Purdue University, SCC-A, West Lafayette, IN 47907. Services: Consultation in the field, Consultation at office.

Research, data, and document collection in occupational trends, manpower requirements, training. Data on high school seniors from four classes of 750,000 each. Working on career education closed-circuit TV project for Indiana audiences. Publications.

PEER (PROJECT ON EQUAL EDUCATION RIGHTS), Suite 800, 1029 Vermont Avenue, North West, Washington, D.C. 20005.

PEER monitors and publicizes enforcement progress and problems, as federal and local programs and schools implement Title IX.

PROGRAMMATIC APPROACH TO GUIDANCE EXCELLENCE (PAGE 2). Peterson, M. & Treichel, J. Macomb, IL: State departments of public instruction on a loan basis. Distributed by The Western Illinois University, 1976, ($79.50).

Contains a variety of instructional resources useful for youth and adults.

RESEARCH FOR BETTER SCHOOLS. 1700 Market Street, Suite 1700 Philadelphia, PA 19103. Services: Consultation in the field, Referral, Library collection.

Individualized learning programs in elementary school, adult education, and experience-based career education developed, field tested, and disseminated.

THE RESOURCE CENTER ON SEX ROLES IN EDUCATION. National Foundation for the Improvement of Education, Room 701, 1201 Sixteenth Street, Washington, D.C. 20036.

This organization has produced several publications dealing with the elimination of sex discrimination, sex bias and sex stereotyping in education and publishes a newsletter, RESEARCH/ACTION NOTES, containing information on activities and resources relating to the alleviation of sexism in elementary-secondary education.

Rj ASSOCIATES. 1018 Wilson Boulevard, Arlington, VA 22209.

This organization conducts and publishes research on women in vocational education. It has completed a study on the factors influencing the participation of women in non-traditional vocational programs in postsecondary schools. It is completing a similar study of students at the secondary level, developing a model to retrain women teachers and skilled women as teachers in non-traditional vocational programs and conducting a study of women's participation in apprenticeship programs.

STEIGER, FINK, KOSECOFF, INC. Room 127, 1313 Dolly Madison Boulevard, McLean, VA 22101, or Suite 108, 9060 Santa Monica Boulevard, Los Angles, CA 90069.

This organization conducts staff training workshops on sex fairness in vocational education. It has developed staff development materials, curriculum materials for secondary school students and has conducted research and evaluation projects.

WOMEN'S BUREAU, Employment Standards Administration, U.S. Department of Labor, Washington, D.C. 20210.

The Bureau has produced many reports on the status of women in the labor force, booklets, pamphlets and handbooks for women, educators and employers, project reports on women and employers, and project reports on women and training. A publication list is available.

YOUNG WOMEN'S COMPANY. 2813 South Sixth Street, Tucson, AZ.

The Company is a vocational counseling and non-traditional job training organization working with young women 14-18 years old. The clients attend classes on value clarification, assertiveness training, and basic job finding skills, then register for vocational classes.

A BASIC IN EDUCATIONAL AND AGENCY CAREER COUNSELING: THE NEW DOT. Landrum, J. H. & Strohmenger, C. T. The Vocational Guidance Quarterly, 1979, 27, 291-300.

The new fourth edition of the Dictionary of Occupational Titles is described as an essential tool for career counselors.

BLACK AGENDA FOR CAREER EDUCATION. Johnson, R. Washington, D.C.: ECCA Publications, 1974.

Rossevelt Johnson and other contributors to this book suggest a cautious recognition of career education as a concept. They feel that it is now too general in its goals and rational for black children and adults.

CAREER AND LIFE PLANNING GUIDE. Loughary, J. W. & Ripley, T. M. Chicago: Follett Publishing Company, 1976.

This guide discusses adult development, self awareness, causes of change, and implementing career decisions, and lists sources of information on specific problems. An annotated bibliography is included .

CAREER COMMITMENT PROCESSES IN THE YOUNG ADULT YEARS: AN ILLUSTRATION FROM THE ROTC ARMY CAREER PATH. Josejina, J. C. Journal of Vocational Behavior, 1978, 12, 53-75.

This study found that demographic variables, aptitude, differentials, and sociopsychological characteristics contribute to the commitment to a military career. Other influential factors were time and early exposure, and results may generalize to other careers.

CAREER COUNSELING FOR ADULTS: WHY, WHEN, WHERE, HOW. Waters, E. & Goodman, J. Vocational Guidance Quarterly, 25, 337-342. ERIC #EJ160274.

This article describes a six-session career development program for adults. The theoretical basis and rationale for various activities are included, along with some suggestions of ways of adapting standard career materials to meet the needs of an adult clientele.

CAREER DEVELOPMENT OF MEN AT MID-LIFE. Murphy, P. P. & Burck, H. D. Journal of Vocational Behavior, 1976, 9, 337-343.

This article reviews the literature on self concept at mid-life. The assumption is made that the career is the implementation of the self concept and adjustments are necessary because the career may no longer accurately reflect a changed self concept.

CAREER DEVELOPMENT: THEORY AND PRACTICE. Pietrofesa, J. J. & Splete, H. New York: Grune and Stratton, 1975.

This text addresses theories, research, and implementation of career development concepts.

CAREER EDUCATION AND THE MEANING OF WORK. Super, D. E. 1976, Monograph on Career Education. ERIC ED# 128593.

Life stages, developmental tasks and career patterns are discussed. The implications of our highly industrialized society for careers and career education are examined. The importance of careers to different types of workers and groups is considered along with the roles provided by family, leisure and civic life. The monograph ends with a listing of six objectives of career education.

CAREER EDUCATION AND VOCATIONAL EDUCATION: A RE-EXAMINATION. Hoyt, K. B. Journal of Career Education. 1980, 6, 178-186.

This paper presents an attempt to re-examine the differences in meaning of career education and vocational education.

CAREER EDUCATION: STATEMENT BY THE STATE BOARD OF EDUCATION. Paper presented at the State Board of Education Meeting, Richmond, VA Dec. 1973.

This statement of the VA State Board of Education approves career education in a broad sense and views the concepts as contributing to the lifetime career of each citizen.

CAREER PLANNING PRACTICES. Walker, J. W. & Gutteridge, T. G. New York: AMACOM, 135 W. 50th Street, 1979.

This report examines the practices relating to career planning and development reported by a sample of 225 companies surveyed by the American Management Association. The results suggest that career planning programs for salaried personnel are not as common as expected.

EDUCATIONAL GUIDANCE: THE ROLE OF THE CAREERS SERVICE. Messenger, L. Adult Education (London), 1979, 52(2), 111-113.

Adults requesting information on educational courses are often in effect seeking guidance on more complex employment problems and need help with thinking out a career change. Describes the work of the local Careers Service and how they can provide both industrial and educational guidance to adults.

EXPLORATIONS, PART I; (GUIDELINES FOR CAREER DEVELOPMENT IN ADULT EDUCATION). Career Activities For Adult Education Classes. Hoffman, F. E., Bliss, C. A., Colker, L. J., Greenfield, P. O., and Tucker, T. S. Silver Spring, MD: Applied Management Sciences, Inc., 1974. Ann Arbor, MI: ERIC Clearinghouse on Counseling and Personnel Services, 1974. ERIC #102-426.

This source provides a group of activities addressing adult needs. Each unit reinforces skills and stresses performance objectives.

FACILITATING THE CAREER DEVELOPMENT OF HOME-BASED ADULTS: THE HOME COMMUNITY BASED CAREER EDUCATION MODEL. FINAL REPORT, Volume 1. The Model: Its Nature, Context, and Products. Guilfoy, V. M. & Grothe, M. S. Newton, MA, Education Development Center, Inc., NIE, 1976. ERIC ED# 135 997.

A three-volume final report describes the activities of a three-year project to design, develop and implement a comprehensive delivery system to meet the career-related information, guidance and referral needs of home-based adults.

FACTORS CRITICAL TO THE ADOPTION OF CAREER GUIDANCE SYSTEMS. Kester, R. J. & Howard, J. Ann Arbor, MI: ERIC Clearinghouse on Counseling and Personnel Services, 1974. ERIC #105-156.

Following the adoption of career guidance in six high schools, the authors present a model, a method, and some generalizations about factors which facilitate adoption of a program.

INFORMATION ANALYSIS AND TARGETED COMMUNICATIONS PROGRAM FOR IMPROVING THE QUALITY AND EXPANDING THE AMOUNT OF OCCUPATIONAL EXPLORATION AND CAREER PLANNING: A GUIDE TO DEVELOPING CAREER GUIDANCE PROGRAMS KINDERGARTEN THROUGH POST HIGH SCHOOL. FINAL REPORT. Walz, G., Miller, J. V., & Mintz, R. Ann Arbor, MI: ERIC Clearinghouse on Counseling and Personnel Services, 1974. ERIC #099-766.

Each chapter of this document begins with a statement of goals. Characteristics of the student, the learning climate, and the community are analyzed and related to suggested programs.

JOB SIMULATION: A METHOD OF VOCATIONAL EXPLORATION. Fifield, M. & Petersen, L. The Vocational Guidance Quarterly, 1978, 26, 326-333.

The application of job simulation to career exploration is discussed and a model for developing job-simulated units is presented.

LET'S MAKE PRODUCTIVITY A PRIORITY. Kuper, G. H. Voc Ed, 1979, 54(6), 29-30.

The author overviews the concept of productivity. He concludes that vocational education has taken a back seat in educational priorities. A reconsideration of vocational education role is recommended.

MANAGING CAREER EDUCATION PROGRAMS. Stadt, R. W., Bittle, R. E., Kenneke, L. J. and Nystrom, D. C. Englewood Cliffs, NJ: Prentice Hall, 1973.

Ways are discussed in this book on how to apply contemporary business management procedures in situations applicable to career education.

MATCHING OCCUPATIONAL CLASSIFICATIONS TO VOCATIONAL EDUCATION PROGRAM CODES. U.S. Department of Labor, Bureau of Labor Statistics. Tomorrow's Manpower Needs-Supplement 3 (revised), 1975.

This report provides a bridge between the system used to classify occupations in the BLS matrix system and the system used by the Office of Education to classify instructional programs and the DOT codes.

OCCUPATIONAL AND SCHOOL SELECTIONS: EXPERIENCES WITH THE PORTLAND WIN VOUCHER TRAINING PROGRAM. PRECIS. Dunning, B. B. Bureau of Social Science Research, Inc., Washington, D.C., 1976 28p. ERIC #ED134639.

This report discusses the use of vouchers for vocational training. Recipients were allowed six weeks to decide about training occupations, to locate an appropriate school, and to make arrangements for enrollment. Results show that three quarters of the recipients were women and that positive changes occurred in the committment phase.

REVIEW AND ANALYSIS OF SOURCES OF OCCUPATIONAL INFORMATION FOR CAREER EDUCATION. Hills, K. Columbus, OH: The Center for Vocational Education, The Ohio State University, 1973, 45p. ($3.50, publication No. IN 89). ERIC ED# 079 482.

Stresses the importance of occupational information, identifies numerous sources of occupational information, and suggests criteria for assessing it.

THE TRAINING AND ADULT CAREER DEVELOPMENT SPECIALISTS: THE DESIRABILITY, FEASIBILITY, AND CONSTRAINTS OF DEVELOPING A CURRICULUM IN THE COMMUNITY COLLEGE. Chaffey College, Alta Loma, CA, 1979, 46p.
ERIC ED # 183 227.
Various planning issues related to the development of a program to train paraprofessional counselors as adult career development specialists are considered in this report. Part one deals with developmental tasks associated with the various stages of the adult life cycle.

VACATION GUIDE TO VOCATIONAL DECISIONS. Roark, M. L. Radford, VA: Professional Printing Services, 1977.

This booklet provdies a framework for making career decisions. Ideas are given for action at each step of the decision making process.

VOCATIONAL BEHAVIOR AND CAREER DEVELOPMENT, 1978: A review. Walsh, W. B. Journal of Vocational Behavior, 1979, 15, 119-154.

This article reviews books and research published in 1978. Topic areas include theorectical developments, assessment, life span aspects, sex roles, race differences, interventions, job performance and change, and the occupational environment.

VOCATIONAL MATURITY IN ADULTHOOD: TOWARD TURNING A MODEL INTO A MEASURE. Super, D. E. & Kidd, J. M. Journal of Vocational Behavioral, 1979, 14, 255-270.

Relevant theories of adult vocational development and adjustment are reviewed in this article.

WHAT THE "GREY REVOLUTION" MEANS TO YOU. Sheppard, N. A. Voc Ed, 1979, 54(4), 44-47.

This article provides an orientation to concepts and problems of the older citizen. Effective vocational programs can enable elderly prople to continue in their present career or take up second careers.

SELF DIRECTED

BREAKING OUT. Biggs, D. New York: David McKay, 1973.

More and more American men, successful and secure by society's standards of achievement, are breaking out of demanding personally unsatisfactory jobs and discovering new horizons in living. The author spent nine months interviewing hundreds of these people and more than 150 executives concerned with losing so many top men. This book is about the findings discovered. The book first synthesizes the breakout's incentives; his loss of identify, disapproval of what he was forced to do in the name of profit, lack of time to be with his wife and children, and raises that cost him money because of the added "status" adjuncts; luxury housing, big cars, county clubs. Finally the book includes an account by and about five men who did drop out.

CAREER DEVELOPMENT; EXPLORATION AND COMMITMENT. Dudley, G. & Tiedeman, D. 1977.

This book attempts to comment critically on a number of themes and issues which appear pertinent to the future of the psychology of career development. This volume provides a review of the Harvard Studies in Career Development from their inception in 1949 through 1971.

THE CAREER GAME. Moore, C. G. New York: National Institute of Career Planning, Box 938, Ansonia Station, 1976.

This book is directed at clients who are in or plan to enter college. It helps the client understand careers and what they want from one.

CAREER SEARCH: A PERSONAL PURSUIT. Chapman, E. N. Chicago: Science Research Associates, 1976.

Career Search is designed to help the client make a career choice in an orderly manner. The client follows 20 steps and studies career cases.

CAREERS TODAY. Howes, G. R., Hawes, R. & Fleming, C. New York: Taplinger Publishing Company, 1977.

This book covers career opportunity areas, career entry, career change at mid-life, and career alternatives during retirement years. It also highlights different career areas in terms of job prospects, basic features, training, and where to obtain information.

THE COMPLETE OUT-OF-DOORS JOB, BUSINESS, AND PROFESSIONAL GUIDE. Joseph, J. Chicago: Henry Regnery Company, 1974.

This book covers the nature of work, location, qualifications, earnings, and outlook for about 250 occupations in 50 general out-of-doors fields.

ESSENTIAL ASPECTS OF CAREER PLANNING AND DEVELOPMENT. Atherton, J. C. & Mumphrey, A. 1969.

The purpose of this book is to present in a practical and useful way some guidelines on career planning and development. It is written especially for persons preparing for employment and for those who are exploring the world of work. It should also prove beneficial to the worker who aspires toward advancement in job responsibility.

FINDING THE JOB YOU'VE ALWAYS WANTED. Bostwick, B. 1977.

Bostwick's guidebook for landing the right job introduces the concept of career planning; stresses the importance of exploring life-style preferences; discusses the corporate mind and its relation to job seekers; and recommends studying a corporation's achievements, goals, profits, relationships and competition. This book is designed to make sure you're well prepared and well-informed to get the job that's right for you.

GET YOU CAREER IN GEAR. Zehring, J. W. Wheaton, IL: Victor Books, P.O. Box 1825, 1976.

This book is aimed at those clients with a strong religious value system. It provides a comprehensive set of guidelines for making career decisions.

GO HIRE YOURSELF AN EMPLOYER. Irish, R. K. Garden City, NY: Anchor Books, 1973.

This book stresses what you the individual can do for the employer rather than what the employer is going to do for you. The methods outlined take you past bureaucratic personnel departments to the level where you want to work. You'll learn the art of interviewing for information.

THE HIDDEN JOB MARKET. Jackson, T. & Mayleas, D. Quadrange/The New York Times Book Company, 1976.

This book offers an innovative proven system which shows you how to determine your career objectives, how to get to see the right people, how to prepare a hard-hitting resume, how to control the interviews. With this system you can assess yourself thoroughly and realistically, get a clear perspective on your skills and interest, so that you can select a job and not settle for one.

HOW TO SURVIVE GETTING FIRED - AND WIN! Cowle, J. Chicago: Follett Publishing Company, 1979.

This book overviews some of the problems which must be dealt with when fired and outlines how to find a new job.

LIFE WORK PLANNING WORKBOOK. Kirn, A. and Kirn, M. Hightstown, NJ: McGraw-Hill, 1980.

This workbook is basically an action program. The end focus is results with much room for analysis and reflection. Its purpose is to help you identify the direction you want to take in your life and work and then to move in that direction.

MANAGING ANXIETY: THE POWER OF KNOWING WHO YOU ARE. Koestenbaum, P. Englewood Cliffs, NJ: Spectrum Prentice-Hall, Inc., 1974.

This is a different sort of book, partly about life, partly about change, and mostly about hope. It's a book for everyone, except those who have given up completely and they might secretly enjoy it. It's a light animated book which can be read in an hour but which you'll remember for a life time.

THE MODERN EMPLOYMENT FUNCTION. Sweet, D.

The approaches and concepts suggested in this book will increase the chances of success for any employment function from the full fledged corporate employment department to the one man personnel department. It is also written for people interested in an overview of modern employment practices.

THE MOTIVATION CRISIS: WINDING DOWN AND TURNING OFF. Hinrichs, F. R. New York: AMACOM, 1974.

This book offers practical steps you can apply to build a greater sense of worth into jobs at every level. The author states that job dissatisfaction is here to stay unless managers take some practical down-to-earth steps. You'll learn how to put a halt to and reverse the unmistakable signs of poor motivation: lateness, Monday absenteeism, sloppy record keeping, etc.

ON YOUR OWN. Matthews, K. New York: Random House, 1976.

This guidebook provides information on 99 alternatives to a 9 to 5 job. The author discusses required skills, location, investments, and income potential.

OPPORTUNITIES IN ENVIRONMENTAL CAREERS. Fleming, O. 1975.

This book explains how to plan and prepare for a career in environmental management. It contains an overview of the environment situation, analyizing manpower requirements for the future in terms of three possible career paths; the career paraprofessional, the generalist and the specialist. More than 25 professions are discussed detail with educational requirements and qualifications provided.

THE PROFESSIONAL JOB CHANGING SYSTEM. Janeson, R. Performance Dyanmics, Inc., 1977.

If you are an idividual who is looking for a new position, this book can give you an immense competitive advantage. It contains a systems approach that has worked for people at every level. The author feels that once you learn this system, you'll have expertise at job hunting that will be with you the rest of your career.

THE QUALITY OF WORKING LIFE. VOLUME ONE, PROBLEMS, PROSPECTS AND THE STATE OF THE ART. Davis, L. E. & Cherns, A. B. New York: Free Press, 1975.

This book addresses the problem of creating a humane working environment. In thirty-six original articles, and accompanying commentary, the contributors assess the experiments in work organization and workers' roles that have been undertaken in the U.S. and Western Europe to enhance the quality of working life; and they evaluate the requirements necessary for meaningful and rewarding work.

SPREADING THE WORD ON WORK. Gams, J. Manpower, 1973, 5(9) 20-26. ERIC #EJ083776.

Multi-media approach used to tell adults about jobs and careers.

STAND UP! SPEAK OUT! TALK BACK! Albert, R. & Emmons, M. 1976.

Have you ever been intimidated by persuasive salesmen or surly repairmen; reluctant to express your opinions in a group; afraid to talk back when you're treated unfairly? Then this book is for you. This book teaches you how to stand up for yourself. Teaches you to get what you want, without anger, fear or guilt. You'll deal more effectively with employers and employees, with intimidating people at home or office, with kids and in-laws and with your spouse.

STRUGGLE FOR IDENTIFY: THE SILENT REVOLUTION AGAINST COPORATE CONFORMITY. D'Aprix, R. Dow Jones-Irwin, Inc., 1972.

Many people are questioning traditional organizational practices. They are definitely not organization people but participants (some unknowingly) in the current silent revolution against corporate conformity. The author defines this silent revolution and shows how the individual can deal with it on a personal level.

TO A GOOD LONG LIFE. Puner, M. New York: Universe Books, 1974.

To the Good Long Life is based upon the latest findings of gerontology and the realities of a world in which the old are growing rapidly in numbers and significance. For each of the three major ways in which we age, biologically, socially, psychologically, this book explains what we know and what we can do to improve all stages of life.

UP YOUR CAREER! (2nd Ed.). Dauw, D. Prospect Heights, IL: Waveland Press, 1977.

This book, which is in workbook format, is a beginning attempt to provide the reader who has some career or job questions with a process which might help them to begin to answer these questions.

VOCATIONAL GUIDANCE AND CAREER DEVELOPMENT. Petersk, H. & Hansen, (Eds.). New York: The McMillan Company, 1971.

Part 3 presents some key readings on theories of vocational guidance and parts 4 & 5 take up procedures for guidance; that is, information procedures and counseling procedures. Part 6 contains articles which reflect the continuing process of vocational development from the elementary through the college level. Part 7 discusses vocational guidance and career development of the disadvantaged and part 8 discusses vocational guidance and career development of women. Part 9 discusses the continuing needs in adult vocational guidance and career development.

WHAT COLOR IS YOUR PARACHUTE? A PRACTICAL MANUAL FOR JOB-HUNTERS AND CAREER CHANGERS. Bolles, R. N. Revised 1977.

This book is an attempt to empower the job hunter with a unique process to use in finding a new job. Practical step-by-step instructions based on a creative, practical method of job hunting, are presented. The light-hearted tone of this book is not intended to deny the seriousness of the theme; it is intended to make the process a little more enjoyable.

WHERE DO I GO FROM HERE WITH MY LIFE? Crystal, J. C. & Bolles, R. N. Berkeley: Ten Speed Press, 1974.

This manual is intended to help and encourage people to study their capabilities, accomplishments, and interests. The target groups are instructors, counselors, career seekers, and career changers.

THE WORKER AND THE JOB: COPING WITH CHANGE. Rosow, J. E. (Ed.). Engelwood Cliffs, New Jersey, Prentice-Hall, 1974.

In this book leading experts explore the attitudes and expectations of today's worker. The conflict between a society that is changing rapidly and a work place that is not is described.

YOUR PERSONALITY AND YOUR CAREER. Splaver, S. New York: J. Messner, 1977.

Discusses the thirteen career clusters and related occupations and explains which personality traits and work requirements match for maximum job satisfaction.

NONTRADITIONAL

ADULT EDUCATION-SELF EXPLORATION FOR WOMEN. Newman, J. & McLachlan, M. J. Canadian Counsellor, 1979, 13(4), 215-218. ERIC #EJ209240.

As schools expand career counseling services to include the adult community, the special needs of women in mid-life require new approaches. Such a program involving communication skills, assertion training, outside speakers, vocational testing, life style planning and goal setting is outlined in this paper.

THE AMBITIOUS WOMAN'S GUIDE TO A SUCCESSFUL CAREER. Higginson, M. V. & Quick, T. L. New York: AMACOM, 1975.

This book is written expressly for ambitious women. It provides step by step guidance through every career phase. The focus is on self-evaluation, choosing a promising field, educational considerations, obtaining recognition, strategies for promotion, and handling other poeple. Techniques necessary for an ambitious woman who wants to climb to a managerial position.

BACK TO BUSINESS. Mouat, L. New York: Sovereign Books, 1230 Avenue of the Americas, 1979.

This book is intended as a woman's guide to reentering the job market. Topics include the job outlook, choosing a field, the resume, the interview, and self-assessment.

CAREER DEVELOPMENT CENTERS. District of Columbia Public Schools, Room 1001, 415 12th Street, N. W., Washington, D. C. 20004.

Career advisors were used in conjunction with Sex Equality in Guidance Opportunities (SEGO) trainers and vocational counselors to increase the career options of female students. The project staff worked with employers to initiate female work-study arrangements in nontraditional programs.

CAREER/LIFE PLANNING FOR DIVORCED WOMEN: AN OVERVIEW. Kitabchi, G. & Others. Vocational Guidance Quarterly, 1979, 28, 137-145. ERIC #EJ217358.

Several programs designed to meet the needs of mature women could be adapted to meet the special needs of the mature divorced woman. Career counseling for the divorced client must adress the specific emotional factors involved in divorce, and aim toward total life planning, not simple adjustment to a life crisis and job placement.

CENTER FOR WOMEN'S OPPORTUNITIES. Washington, D. C.: American Association of Community and Junior Colleges.

This Center is currently assessing the status of women in two-year colleges in regards to opportunities to pursue technical and semiprofessional skills.

CORPORATE LIB: WOMEN'S CHALLENGE TO MANAGEMENT. Ginzberg, E. & Yohlem, A. M. (Eds.). Baltimore: John Hopkins University Press, 1973.

This volume contains the principle papers prepared for key presentations delivered at the conference on Women's Challenge to Management held in 1971. These materials were made available to those in managerial positions who must find answers to the challenges presented by women seeking entrance into professional and executive employment.

COUNSELING WOMEN WHO WANT BOTH A PROFESSION AND A FAMILY. Grey, J. D. The Personnel and Guidance Journal, 1980, 59, 43-45.

The implications of research showing that many women who seek to combine career and family encounter problems and conflicts are discussed. Implcations for developing counseling interventions are also covered.

ELLIS ASSOCIATES. P. O. Box 466, College Park, Maryland 20740.

This organization conducts staff development activities in vocational education. It has designed three training packages for use in inservice and preservice training of vocational educators to help expand non-traditional opportunities in vocational education.

EQUAL VOCATIONAL EDUCATION, FINAL REPORT. Lerner, J. et al. Houston: Houston Center for Human Resources, 1976, 99p. ERIC ED # 133464.

A model program was designed for increasing and maintaining female enrollment in non-traditional programs. This report describes the procedures used in awareness activities, active recruitment and support counseling.

FACILITATING CAREER DEVELOPMENT FOR GIRLS AND WOMEN. National Vocational Guidance Association, Washington, D. C. APGA Publications, 1972.

This book contains selected papers presented at a NVGA workshop. The focus is on the education and employment of women.

GUIDELINES FOR ASSESSMENT OF SEX FAIRNESS IN CAREER INTEREST INVENTORIES. Washington, D. C.: The National Institute of Education, 1974, 13p. ERIC #098-314.

These guidelines resulted from a three-day workshop, and address the diverse concerns of inventory users, respondents, authors and publishers.

THE MANAGERIAL WOMAN. Hennig, M. & Jardim, A.

The authors explore what men and women bring to a job and why a young woman in comparison with her male counterpart is often at a disadvantage when it comes to advancement. She has been conditioned to act a certain way. However, on the job the impact of differences is real and the authors trace the typical female/male attitudes toward responsibilities, pressures, opportunities for advancement and the ability to identify a career future within a company.

THE MINORITY WOMEN EMPLOYMENT PROGRAM, A NATIONAL DEMONSTRATION PROJECT TO FACILITATE ENTRY OF MINORITY WOMEN INTO MANAGERIAL, PROFESSIONAL AND TECHNICAL OCCUPATIONS, VOL. I AND II. Glover, R. W. & Greenfield, P. S. The Center for the Study of Human Resources, The University of Texas at Austin, 1976, 88p & 153 p. ERIC ED #138 737.

The outreach model was used to locate jobs, to recruit qualified minority women, and to prepare those women for employment in managerial, professional and technical occupations. Project conclusions and recommendations are given.

THE MISSING LINK: CONNECTING ADULT LEARNERS TO LEARNING RESOURCES (FUTURE DIRECTIONS FOR A LEARNING SOCIETY). Cross, P. K. Princeton: College Board, 1978, 80p. ERICED# 163177.

This is part of a series entitled: Future Directions for a Learning Society, a project of the College Board.

MODELS OF CAREER EDUCATION PROGRAMS: WORK EXPERIENCE, CAREER GUIDANCE, PLACEMENT AND CURRICULUM. Hampson, D. H., Harris-Bowlsbey, J. Venn, G., & Walker, D. F., Presented at the Career Education National Forum. The Center for Vocational Education, The Ohio State University, 1975, 53p. ERIC ED# 111934.

A MODEL TO RETRAIN WOMEN TEACHERS AND SKILLED WOMEN AS TEACHERS IN NON-TRADITIONAL VOCATIONAL PROGRAMS. Kane, R. D. et al. Arlington, VA: Rj Associates, 1018 Wilson Boulevard, 1977. ERIC ED#143878.

This handbook offers two retraining models: a general model which covers certification requirements, characteristics of the women and the time required to attain skill levels; and a conceptual model which offers five designs for specific types of programs from industrial arts to agriculture.

NEW CAREER OPTIONS FOR WOMEN. Farmer, H. S. & Backer, T. E. Los Angeles: Human Interaction Research Institute, 1977, 3 vol, 624p.

This publication contains three parts. A Counselors Sourcebook (400p. hard, $16.95) addresses counselors in educational institutions, public service agencies, and counselor educators. It lists resources, counseling strategies and ways to change stereotyped attitudes. A Women's Guide (96p. soft, $4.95, bulk rate of ten or more $3.95) summarizes major topics covered in the sourcebook, and contains material for women returning to work. It may be used independently or as part of counseling. A Selected Annotated Bibliography (128p, hard, $9.95) contains 240 citations of books, journals, articles and reports from economics, sociology anthropology and psychology pertaining to women and work.

NEW DIRECTIONS FOR YOUNG WOMEN. 2813 South Sixth Avenue, Tuscon, AZ 85713.

New Directions explores the impact of sex-role stereotyping and its effect on possible career and employment options for young women.

NEW OPPORTUNITIES IN VOCATIONAL EDUCATION. Educational Administration Center, Northern Illinois University, DeKalb, IL 60115. ERIC ED # 164824.

Ten women and/or members of some minority group will be recruited, trained and placed in vocational administrative positions. Existing competency-based graduate programs will be used in training. Final report and project products are now available.

NEW PIONEERS PROJECT TO ELIMINATE SEX BIAS IN OCCUPATIONAL EDUCATION. Smith, A. Division of Equal Education, State Department of Education, Raleigh, NC 27611. ERIC ED # 145192

A strategic model has been developed for changing the education system to accommodate a wider variety of educational and occupational choices for women and men. Limited numbers of resource materials are available upon request.

NON-TRADITIONAL JOB OPPORTUNITIES. Chaffin, F. Longview, Washington: Lower Columbia College.

This program prepares qualified women for non-traditional occupations. During a series of eight to ten sessions the women are given job readiness assistance and job and/or training experiences in coordination with other agencies or resources.

PERSONAL AND PROFESSIONAL SUCCESS FOR WOMEN. Dunlap, J. Prentice-Hall, Englewood Cliffs, NJ, 1972.

This book is written by a top management woman for women. In it you will find a specific framework for analyzing the time you have available to you, and for determining how to make the best possible use of it. This book will help you set goals and it provides self evaluation and checklist questions to use in assessing your present and future moves.

PLANNING NON-TRADITIONAL PROGRAMS. Cross, P. K., Valley, J. R. & Associates. Jossey-Bass Publishers, 1974, 263p.

A report of a study on adult learning needs and options by Educational Testing Service (ETS).

PROJECT TO ELIMINATE SEX BIAS IN VOCATIONAL EDUCATION. Dillon, D. Project Coordinator, Arizona Department of Education, 1535 West Jefferson, Phoenix, AZ 85007. ERIC #ED122-130.

A list of resource materials for vocational educators in Arizona has been assembled. Inservice workshops are being planned for teachers and administrators. A past state-wide awareness activity is described in Clincs for Administrators of Women in Occupational Education. Final Report 1974-1975 by Barkley, Manning and Wooldridge.

SEX FAIRNESS IN CAREER GUIDANCE: A LEARNING KIT. Cambridge, MA: Abt Publications, 1975, 265p.

A self-administered curriculum for counselors, counselor educators, teachers and students, this curriculum is organized into four chapters dealing with orientation to sex fairness, recommendations for sex-fair career guidance program, sex-fair use and interpretation of interest inventories, and a resource guide. There is a variety of supplementary materials for duplication and use with the activities.

SEX ROLE SOCIALIZATION AND EMPLOYMENT REALITIES: IMPLICATIONS FOR VOCATIONAL INTEREST MEASURES. Prediger, D. J. & Cole. N. S. Iowa City: American College Testing Program (ACT Research Report No. 68), 1975, 14p. ERIC #ED112-271. MF $0.83 - HC $1.67 plus postage.

Reporting and validation procedures which minimize sex stereotypes are suggested. Career counseling problems arising from interests and current employment realities are discussed.

SPECIAL VOCATIONAL NEEDS OF WOMEN. Sex Equity Administrator. Illinois Office of Education, Department of Adult, Vocational and Technical Education, 100 North First Street, Springfield, IL 62777. ERIC ED# 178 688

This project began with a needs assessment; produced a field tested five-lesson curriculum entitled Expanding Career Horizons for use in secondary classes; and developed a film When I Grow Up... on the process of stereotyping for use in awareness workshops with teachers, counselors, and administrators.

STEPS TO OPENING THE SKILLED TRADES TO WOMEN. Washington, D. C.: Women's Bureau, Department of Labor, 1974, 9p. ERIC #ED099-546.

This booklet explains that the employers' and unions' attitude toward, and acceptance in practice of the equal capacity of women to function in the skilled trades and other apprentice-type jobs depend on their knowledge of facts, actual experience, and understanding of equal opportunity laws.

A STUDY OF THE FACTORS INFLUENCING THE PARTICIPATION OF WOMEN IN NON-TRADITIONAL OCCUPATIONS IN POST-SECONDARY AREA VOCATIONAL TRAINING SCHOOLS, VOL I. Kane, R. D. et al. Arlington, VA: Rj Associates, Inc., 1976, 189p. ERIC #ED132-429.

The characteristics of women who choose non-traditional training programs and their problems and counseling programs are discussed. Women in non-traditional, traditional and mixed programs are compared.

TRAINING AND JOBS PROGRAM IN ACTION. New York: Committee for Economic Development, 477 Madison Avenue, New York. ERIC#ED 193 486.

Describes, in case study form, projects in private and public/private partnerships. Objectives are to provide work initiatives for the hard-to-employ.

THE VOCATIONAL PREPARATION OF WOMEN: REPORT AND RECOMMENDATIONS OF THE SECRETARY'S ADVISORY COMMITTEE ON THE RIGHTS AND RESPONSIBILITIES OF WOMEN. Steiger, J. M. & Cooper, S. Washington, D.C.: Department of Health, Education and Welfare, 1975, 76p. ERIC #ED120-402.

This report gives Education Sub-committee findings regarding the impact of federal vocational education legislation and HEW policies on women.

WENDI (WOMEN'S EDUCATION DEVELOPMENT INCENTIVE). Elledge, K. (Program Director). Cocoa, Florida: Office of Continuing Education for Women, Brevard Community College.

The program is designed for disadvantaged women forced to make the transition from the role of homemaker to wage earner. It provides support courses, counseling, and practical job experiences.

WHAT HAPPENS WHEN HOMEMAKERS LOSE THEIR JOBS? Bodeen, C. *Voc Ed*, 1978, *53*(8), 54-59. ERIC #EJ197684.

The growing population of "displaced homemakers" is being helped by vocational adjustment counseling and training programs established with federal and state aid through the efforts of the Alliance for Displaced Homemakers, a national lobbying organization. Some of the projects for widowed or divorced homemakers are described.

WOMANPOWER. Manis, L. Carroll Press, 1976.

This is a workbook written for the career-oriented woman's needs; exercises to deal with the anxieties that social change generates in the world of work comprise the basic format of this book.

WOMEN AND WORK, R&D MONOGRAPH 46. Sexton, P. C. Washington, D.C.: U. S. Department of Labor, 1977, 71p. ERIC #ED140062.

Data are presented on male-female earnings gap, women's employment problems, upgrading women's employment, manpower programs and women, government and women workers, and implications for future programs.

WOMEN AND THE WORLD OF WORK. A CAREER EDUCATION RESOURCE GUIDE MINNESOTA GUIDANCE SERIES, LEARNING OPPORTUNITIES PACKAGE G. Thoni, R. J. et al. Minneapolis: University of Minnesota, 1972, 36p. ERIC #ED128-550.

This package is designed to help students examine the significance of women in their relation to the world of work through the use of seven enabling objectives and related learning experiences. Activities related to the enabling objectives are appended.

WOMEN IN APPRENTICESHIP-WHY NOT? FINAL REPORT. Mapp, P. Wisconsin State Department of Industry, Labor and Human Relations, 1973, 269p. ERIC #ED086-880.

The project attempted to isolate, analyze and minimize barriers to the participation of women in the skilled trades through awareness campaigns, personal contacts, and surveys; the changes initiated because of these actions, and recommendations for future action. Copies of promotional material and specific strategies for recruiting, maintaining and placing women in apprenticeship placements are included.

WOMEN IN NON-TRADITIONAL OCCUPATIONS: A BIBLIOGRAPHY. U. S. Department of Health, Education and Welfare, Bureau of Occupational and Adult Education, 1976, 189p. ERIC #ED133-460.

This provides resources for promoting the training of women in non-traditional areas.

REFERENCE MATERIALS

DIRECTORIES

ADULT EDUCATION SERVICE DIRECTORY, 1980. Adult Education, Division of Vocational and Adult Education, Virginia State Department of Education, P. O. Box 6-Q, Richmond, VA.

This directory provides names and phone numbers for district superintendents, adult basic education coordinators, general adult education coordinators, LAGEDA contacts, and GED chief examiners for cities and counties in Virginia.

COMPREHENSIVE EMPLOYMENT AND TRAINING ACT PROGRAMS. Employment and Training Administration. U.S. Department of Labor, 601 D Street, N.W., Washington, D.C. 20213.

DIRECTORY OF CAREER RESOURCES FOR WOMEN. Renetzky, A., Jacobson, D. J. & Rudd, H. Santa Monica, CA: Ready Reference Press, P.O. Box 5169, 1979.

This directory covers a variety of resources and opportunities in the public and private sector. Examples are job referral, career counseling, fellowships, continuing education, testing, apprenticeships, and information services. Each entry in characterized by general information, resources offered, special features and addresses.

DIRECTORY: EDUCATIONAL AND CAREER INFORMATION SERVICES, 1979. National Center for Educational Brokering. Washington, D.C.: Author, 1979.

This second annual directory lists organizations which provide adults with impartial information on educational and career opportunities in a region. Three hundred and two programs are listed that operate in approximately four hundred sites.

DIRECTORY OF NATIONAL TRADE AND PROFESSIONAL ASSOCIATION OF THE UNITED STATES. Washington, D.C.; Columbia Books, 1976.

This directory lists about 5,700 national trade associations, labor unions, scientific and technical societies and other national organizations united for a common purpose. Those which do nothing more than accredit have been eliminated. Its chief value is as a guide to sources of further information. The associations it lists are unrivaled repositories of specialized data, either through their headquarters or their memberships.

A DIRECTORY OF U.S. COLLEGE AND UNIVERSITY DEGREES FOR PART-TIME STUDENTS. National University Extension Association, 1973.

This publication is a list of degree programs for part-time students. It is divided into four sections, National, International, State and Local. An introductory paragraph for each section describes the programs in that section.

1979 DIRECTORY OF RESOURCES FOR THE EDUCATION OF ADULTS. Robbins, J. N. (Ed.). Columbus, Ohio: The ERIC Clearinghouse on Adult, Career, and Vocational Education. The National Center for Research in Vocational Education, The Ohio State University 1960 Kenny Road, 1979. ERIC # ED 182 421.

This directory contains 22 chapters divided into 4 parts. Part 1 provides background information, part 2 presents resource ideas, suggestions and references, part 3 identifies resources and how to contact them, and part 4 indexes the directory.

EMPLOYERS VIEW VOCATIONAL EDUCATION: A STUDY BY DUN AND BRADSTREET, INC. Richmond, VA, Virginia State Advisory Council on Vocational Education, 1977.

This study focused on the attitudes and practices of major employers in VA with regard to vocational education and program graduates.

ENGINEERING COLLEGE RESEARCH AND GRADUATE STUDY ANNUAL DIRECTORY. American Society for Engineering Education, One Dupont Circle, N.W., Washington, D.C. 1976.

This publication is a research and graduate study which was conducted with Engineering colleges. It lists engineering colleges, number of faculty and graduate degree requirements.

FEDERAL CAREER DIRECTORY. u.S. Civil Service Commission, 1976-77.

This book describes some of the major career opportunities available in the many agencies of the Federal Government. It primarily lists jobs for which a college degree without additional experience is needed. Qualification information provides requirements for eligibility at the entrance grade.

LEADERSHIP DIRECTORY. Coalition of Adult Education Associations, 1979-1980. 810 18th Street, N.W., Washington, D.C.

This coalition promotes social welfare by developing, maintaining, and improving a balanced system of adult and continuing education. Their focus is on issues and information exchange. Twenty-four organizations are listed in this directory.

THE NATIONAL CAREER DIRECTORY. Gale, B. & Gale, L. New York: Arco Publishing Inc. 219 Park Avenue, South, 1979.

This information handbook gives the names and addresses of organizations which provide free or inexpensive materials on over 2,000 careers.

NATIONAL DIRECTORY OF SELECTED COMPETENCY-BASED ADULT VOCATIONAL EDUCATIONAL EDUCATION PROGRAMS. INFORMATION SERIES NO. 127. Russell, E. Compn; and Others. Columbus: Ohio State University, National Center for Research in Vocational Education, 1978, 185p. ERIC #ED153049.

This directory provides demographic and descriptive information on sixty selected courses and programs using competency based instruction. Entries are listed by state and cross referenced by vocational subject area.

BIBLIOGRAPHIES

ADULT CAREER EDUCATION, COUNSELING, AND GUIDANCE LITERATURE RESOURCES. Northwest Regional Educational Laboratory. Portland, Oregon: Author, 1974. ERIC #094-124.

Eight hundred documents are classified in relation to counseling and guidance, adult counseling and guidance, adult education, career education, competencies, training, and adulthood.

ADULT VOCATIONAL EDUCATION. AN ANNOTATED BIBLIOGRAPHY OF PUBLICATIONS AND PROJECTS. BIBLIOGRAPHY SERIES NO. 30. Magisos, J. H., Comp.; Stakelon, A. E., Comp. Columbus: Ohio State University, Center for Vocational Education, 1975, 26p. ERIC #ED133575.

This annotated bibliography was designed to assist in the application for grants under the Vocational Amendments Act of 1963, part C. Citations were drawn from "Resources in Education (RIE), Abstracts of Instructional and Research Materials (AIM/ARM) and Current Index to Journals in Education (CIJE). Cited are 28 documents, 8 journal articles, and 1 project.

ADULT VOCATIONAL AND TECHNICAL EDUCATION. Adams, D. A. Washington D.C.: U.S. Government Printing Office, 1972. (order information series No. 58, VT 014705).

This document is a review and synthesis of research on adult vocational-technical education. Special attention is given to the role of the public secondary schools and community colleges.

ANNOTATED BIBLIOGRAPHY OF COMMERTIALLY PRODUCED AUDIO, PRINTED AND VISUAL CAREER EDUCATION MATERIALS. Sackrison, R. W. & Olson, L. A. Department of Occupational, Adult, and Safety Education, Marshall University, Huntington, WV. ERIC #109-430.

This bibliography codes materials according to career awareness, career orientation, and career orientation, and career exploration and according to grade levels kindergarten to adult.

ANNOTATED BIBLIOGRAPHY ON CAREER EDUCATION: FOR POSTSECONDARY EDUCATORS. Welder, D., Hines, R., & Sutton, S. Tennessee Research Coordinating Unit for Vocational Education, Knoxville, TN, 1973. ERIC #084-414.

A BIBLIOGRAPHY OF VOCATIONAL EDUCATION. Cordasco, F. New York: AMS Press, 1977.

This annotated bibliography is intended to be a comprehensive guide to literature on vocational, industrial, manual, trade and career education from the early 1900's to 1975.

CAREER EDUCATION INDEX. Moore, A. B. Columbus, Ohio: Charles E. Merrill Publishing Company, 1974

This index is a component within the Career Survival Skills kit published by Merrill. Materials covered are exemplary projects, research reports, curriculum guides, resource lists, commercial items, essays, and a list of ERIC Clearinghouses.

CAREER EDUCATION: AN ERIC BIBLIOGRAPHY. New York: Macmillian Information, 1973.

This is a listing of ERIC documents on the topic of career education up to January 1973.

CAREER GUIDANCE RESOURCES. Kimmel, K. S. et al. Columbus, Ohio: The Center for Vocational Education, The Ohio State University, 1977.

This is a part of the Rural America Series. Contains abstracts of over 500 guidance resources.

CRITICAL ISSUES IN VOCATIONAL-TECHNICAL EDUCATION. In Proceedings of the First Annual Regional Vocational Education Leadership Development Conference. Sponsered by EPDA Awardees, April 4-7, 1976, Atlanta, GA. ERIC #ED 130 094.

Included within this document are abstracts of the critical issues papers and special interest topic presentations delivered by the E.P.D.A. Fellows from each of the nine participating institutions. The papers include rural services, guidance placement centers, counseling and placement needs, sex discrimination and handicapped needs.

A GENERAL BIBLIOGRAPHY OF LEISURE PUBLICATIONS. Crandall, R., Altengarten, S. M., Carson, S. M., Nolan, M. M. & Dixon, J. T. Journal of Leisure Research, 1977, 9, 15-54.

This article contains three hundred annotated leisure references organized into seventeen catagories.

INDEX TO VOCATIONAL AND TECHNICAL EDUCATION MULTIMEDIA. National Information Center for Educational Media (NICEM). Los Angeles: NICEM, University of Southern California, University Park, 1976.

This important reference tool covers eight types of media and topics are broken down into general and specific technical aspects.

JOB DEVELOPMENT AND PLACEMENT SERVICES FOR VOCATIONAL EDUCATION LEARNERS IN POSTSECONDARY INSTITUTIONS. ANNOTATED AND SELECTED BIBLIOGRAPHY. FINAL REPORT. Collins, C. R. University of Northern Colorado, Greeley, College of Education, 1977, 64p. ERIC #ED151572.

Developed for adult vocational educators, this annotated bibliography reviews relevant literature and research concerning job development and placement services.

A NATIONAL ANNOTATED BIBLIOGRAPHY FOR CURRICULUM MATERIALS IN VOCATIONAL AND CAREER EDUCATION. Reynolds, W. B. & Hart, L. M. Division of Vocational and Technical Education, Illinois State Board of Vocational Education and Rehabilitation, Springfield, IL, 1974. ERIC #090-442.

This source is compatible with ERIC. Each entry gives the title, author, type of material, intended users, and ordering instructions. One section includes adult topics.

NATIONAL VOCATIONAL GUIDANCE ASSOCIATION BIBLIOGRAPHY OF CURRENT CAREER INFORMATION. Sixth edition, Washington, D.C., 1973.

This pamphlet is a compilation of career information and films that have been reviewed and rated. This edition includes a cataloging of more than 2800 items in the career literature section and 45 items in the career film section.

OCCUPATIONAL LITERATURE: AN ANNOTATED BIBLIOGRAPHY. Forrester, G. (Ed.). New York: H. W. Wilson Company, 1971.

This annotated bibliography assists in acquainting people with resources of information about occupations. It brings together in a central format approximately 6,000 selected references to available occupational literature. It includes books and pamphlets which describe occupations, schools and college information.

SEARCHLIGHT: RELEVANT RESOURCES IN HIGH INTEREST AREAS. MID-CAREER CHANGE: AN OVERVIEW OF COUNSELING PRACTICES AND PROGRAMS. Walz, G. R. ERIC Clearinghouse on Counseling and Personnel Services, Ann Arbor, MI, 1978, 97p. ERIC #ED160905.

This paper presents theories of mid-life crisis, an overview of research trends and developments, and deals with the funding of counseling and the need for human resources planning. Includes abstracts of a 70 article literature search.

GUIDES

ADULT BASIC EDUCATION: CURRICULUM & RESOURCE GUIDE. Division of Secondary Education, Dept. of Education, Commonwealth of Virginia, Richmond, VA 23216, 1977, 95p. ERIC #ED 182 470.

A compact guide for those working with adults in a continuing education program. Materials, resources, activities, and organizations are some of the topics.

ALTERNATIVES TO COLLEGE. Atkinson, L. New York: F. Watts, 1978, 64p.

Discusses programs of post high school education and training. Topics include vocational schools, correspondence schools, and employer training programs.

THE ANNUAL GUIDE TO GRADUATE STUDY. Peterson's Guides, snc. Princeton, NJ.

This book lists a complete directory of institutions with program profiles. It also provides lists of institutions offering degrees in 81 selected fields and full institutional descriptions written by university representatives.

CARFER EDUCATION RESOURCE GUIDE. Career Programs, General Learning Corporation, 1972.

This guide was written by teachers, for teachers. Its specific purpose is to provide the classroom teacher with examples of how career education can be put into practice in the classroom. Topics are listed with concepts, performance objectives, materials, lesson capules, and observations.

CAREER GUIDANCE, COUNSELING AND PLACEMENT: ELEMENTS OF AN ILLUSTRATIVE PROGRAM GUIDE - A LIFE CAREER DEVELOPMENT PERSPECTIVE. Gysbers, N.C. & Moore, E. J., 1974. ERIC #092-767.

This source is designed to provide illustrative steps in building a program for career guidance, counseling, and placement. A program is presented which may be expanded and elaborated according to need.

THE COMMUNITY EDUCATOR'S GUIDE TO ADULT LEARNING. Miles L. & Parson, S. R. Charlottesville, VA: Mid-Atlantic Center for Community Education, University of Virginia, School of Education, 1978.

This monograph focuses on adult learning theory and principles and methods of program development. Topics include the adult learner in American society, adult learning, program development, selection and training of instructors, and evaluation in adult education.

COUNSELOR'S GUIDE TO MANPOWER INFORMATION. Washington, D.C. Government Printing Office, 1968.

This book is a selected bibliography of representative materials from all Federal and many State agencies. The guide is divided into Four Basic Sections; occupational and industry manpower literature; education, financial assistance and placement information; manpower problems and issues; and special groups in the labor force.

ENCYCLOPEDIA OF CAREERS AND VOCATIONAL GUIDANCE. Hopke, W. (Ed.). Revised Edition, Volumes I & II. Chicago: Ferguson Publishing Company, 1972.

These books have been designed and developed for the specific purpose of helping individuals assess their qualifications in relation to occupational opportunities and demands. They combine interesting and readable articles by national leaders in a variety of industries with specific information on salaries, education requirements, numbers employed and advancement possibilities for over 650 occupations. Also included are articles by recognized leaders in guidance and labor management.

ENGINEERING AND APPLIED SCIENCES. Peterson's Guides, Princeton, NJ.

This book lists a complete directory of 30 academic areas with program profiles in engineering, technology, and systems and design.

EXEMPLARY VOCATIONAL GUIDANCE PROJECTS IN VIRGINIA (1978-79). Hohenshil, T. H. & Maddy-Bernstein, C. Blacksburg, VA: College of Education Virginia Polytechnic Institute and State University, 1979, 28p. ERIC #ED174-885.

Twenty-four exemplary vocational guidance and counseling projects funded in Virginia through Title II (Vocational Education) are described. Twelve of the projects were designed to increase sex equity in vocational guidance, counseling and education programs. Twelve were designed to encourage business/industry/guidance exchange of personnel and information. Each summary includes the project's objectives, methodology, name, address, phone number and institution affiliation of the project director.

EXEMPLARY VOCATIONAL GUIDANCE PROJECTS IN VIRGINIA-1979-80 PROJECT ABSTRACTS. Hohenshil, T. H. & Maddy-Bernstein, C. Blacksburg, VA: Virginia Polytechnic Institute and State University, Department of Education, 1980, 47p. ERIC #ED185-478.

Thirty exemplary vocational guidance and counseling projects funded in Virginia through Title II (Vocational Education) are described. Ten of the projects were designed to increase sex equity in vocational guidance, counseling and education programs. Eleven were designed to encourage business/guidance exchange of personnel and information. The remainder were developed to increase vocational guidance and counseling services for the handicapped. Each summary includes the project's objectives, methodology, and the name, address, phone number and institutional affiliation of the project director.

EXEMPLARY VOCATIONAL GUIDANCE IN VIRGINIA-1980-81 PROJECT ABSTRACTS. Hohenshil, T. H. & Maddy-Bernstein, C. Blacksburg, VA: Virginia Polytechnic Institute and State University, 1980.

Twenty-eight exemplary vocational guidance and counseling projects funded in Virginia through Title II (Vocational Education) are described. Nine of the projects were designed to increase vocational guidance and counseling for adults, ten were developed to increase vocational guidance and counseling for handicapped persons, seven were devoted to developing local career information materials, and two were designed to develop vocational guidance and counseling plans. Each abstract includes the project's objectives, methodology, and the name, address, institutional affiliation, and phone number of the project director.

FOLLOW-UP PROCEDURES: A TRAINING GUIDE. Asche, F. M. & O'Reilly, P. A. Division of Vocational and Technical Education, Virginia Polytechnic Institute and State University, Blacksburg, VA, 1979. ERIC# ED174788.

The major purpose of this guide is to describe the options that are available at each step of the process of designing, developing, and implementing follow-up systems, and the advantages and disadvantages in each case.

GRADUATE PROGRAMS AND ADMISSIONS MANUAL. GRE Board, Council of Graduate Schools in the United States, 1973 edition.

Four volumes list graduate programs in the U.S. and degrees offered. The fields covered are biological sciences, health sciences, arts and humanities, physical sciences, mathematics and engineering, social sciences and education. Also included is a sample of the GRE aptitude test.

GRADUATE STUDY IN MANAGEMENT: A GUIDE FOR PROSPECTIVE STUDENTS. Graduate Business Admissions Council, 1974.

This study describes institutions throughout the U.S. that have graduate schools in business and/or management. The book should prove useful in preparing for the Graduate Management Admission Test (formerly the ATGSB). A full length sample of the GMAT plus information on specific skills measured by the test are available in the last section of the book.

INCREASING GUIDANCE EFFECTIVENESS THROUGH SCHOOL-COMMUNITY COOPERATION. Stein, W. M. et al. Columbus, Ohio: The National Center for Research in Vocational Education, The Ohio State University, 1978, 581p. ERIC # ED 167 811.

This publication gives background and rationale for establishing cooperative agreements, developing leadership and community support and guidelines for planning and implementing cooperative agreements. Presents over 200 cooperative agreements and sample forms.

AN INTRODUCTION TO CAREER EDUCATION. Hoyt, K. B. Washington, D.C.: U.S. Government Printing Office, 1975. (DHEW Publication No. (OE) 75-00504). ERIC # ED 130 076.

This book is a policy statement of the Office of Education. It covers conditions calling for educational reform, basic concepts of career ed., programmatic assumptions, and learner outcomes.

KEY RESOURCES IN CAREER EDUCATION: AN ANNOTATED GUIDE. Tiedeman, D.V., Schreiber, M. & Wessell, T. R. DeKalb, IL: Eric Clearinghouse in Career Education, Northern Illinois University, 1976. (no ordering number given) ERIC # ED 138 752

This annotated guide was designed to serve as a source of comprehensive information about the field of career education. The guide is divided into topics which include factors in implementation, guidance, models and programs, resource guides, and organizations.

A MODEL CAREER COUNSELING AND PLACEMENT PROGRAM. Beaumont, A. G., Cooper, A. C. & Stockard, R. H. Bethlehem, PA: College Placement Services, 1978. ERIC # ED 160 792.

This document was developed as a guide for college administrators. Specific activities are listed for student activities and administrative activities.

OCCUPATIONAL OUTLOOK FOR COLLEGE GRADUATES. U.S. Department of Labor, 1975-75 edition.

This is a guide to career opportunities in a broad range of professional and related fields for which a college education is, or is becoming, the required educational background for employment. It presents information on the nature of the work, places of employment, education and training requirements, earnings and working conditions. Also presented are a brief summary of the expected changes in the Nation's economy and an analysis of the overall supply and demand situation for college graduates through the mid 1980's.

OVERVIEW: 1977 REPORTS OF THE STATE ADVISORY COUNCILS ON VOCATIONAL EDUCATION. National Advisory Council on Vocational Education, Washington, D.C.: U.S. Government Printing Office, 1978. (order no. 0-622-352/477 Region 3-1) ERIC #ED 166548.

This overview is an annual analysis and summary of state council annual reports pursuant to P.L. 94-482. Virginia is included.

PRACTICAL CAREER GUIDANCE, COUNSELING, AND PLACEMENT FOR THE NON-COLLEGE BOUND STUDENT: A REVIEW OF THE LITERATURE. Ganchow, L. H., Helliwell, C. B., Hamilton, J. A., Jones, G. B. & Tiedeman, D. V. Palo Alto, CA: American Institutes for Research. 1973. ERIC #080919.

PLANNING, STRUCTURING, AND EVALUATING PRACTICAL CAREER GUIDANCE FOR INTEGRATION BY NON-COLLEGE BOUND YOUTHS: FINAL REPORT. Jones, G. B., Tiedeman, D.V., Mitchell, A.A., Unruh, W., Helliwell, C.B. & Ganschow, L.H. Palo Alto, CA: American Institutes for Research, 1973. ERIC #082-073.

These two articles provide the background for 13 exemplary projects listed below. A model is presented for systematic planning, structuring and evaluating career guidance. The abbreviated titles are:

1. Baltimore placement and follow-up program. ERIC #076-927.
2. Career development center. ERIC #076-928.
3. Career and educational planning program. ERIC #078-332.
4. Career guidance program. ERIC #078-333.
5. Computerized vocational information system. ERIC #078-334.
6. Coordinated vocational and academic education. ERIC #078-335.
7. Developmental career guidance project. ERIC #078-336.
8. Employability development team. ERIC #078-337.
9. Job development program. ERIC #078-338.
10. Kimberly (high school) guidance program. ERIC #078-339.
11. Lenarvee vocational-technical center and placement program. ERIC #078-340.
12. Occupational learning center. ERIC #078-341.
13. Youth career action program. ERIC #082-078.

PUBLIC INFORMATION: A GUIDE FOR VOCATIONAL EDUCATORS. Division of Vocational Education, State Department of Education, Richmond, VA, 1975.

This manual is written for the vocational supervisor or administrator and vocational teacher to serve as a guide for developing a public information program. Media include newspapers, radio, T.V., letters, and exhibits.

RESOURCE GUIDE FOR BUSINESS, INDUSTRY, LABOR, GUIDANCE EXCHANGE. Hohenshil, T. H. & Maddy-Bernstein, C. Blacksburg, VA: Virginia Polytechnic Institute and State University, Department of Education, 1980, 35p. ERIC #ED184049.

This resource guide is designed to assist counselors and other educators in identifying sources of information relating to business, industry and labor in areas pertiaining to vocational guidance and counseling. It includes a relevant combination of articles, books, reports and organizational resource lists. The references selected represent categories of materials helpful in business/education exchange programs. A listing of contact persons for programs in various states is included.

RESOURCE GUIDE: SEX EQUITY IN VOCATIONAL GUIDANCE. Hohenshil, T. H. & Maddy-Bernstein, C. Blacksburg, VA: Virginia Polytechnic Institute and State University in cooperation with the Virginia State Department of Education, 1980, 120p . ERIC #186800.

This resourse guide is designed to assist educational personnel in increasing sex equity in vocational guidance and counseling programs by identifying and eliminating sex bias and sex stereotyping, factors with constrict career options and the choice process. Included are a combination of articles, books, research reports, audiovisual materials, staff training materials, organizations and directory lists. The references were collected from a variety of sources including ERIC, federal and state research and training projects, and private and governmental agencies. Topics addressed by the resources focus on: (1) staff development; (2) career materials oriented to students; (3) research reports; (4) self-help materials; (5) legislation; (6) sexist language and sex bias; and (7) state and federal organizations. Each reference is annoted and when possible, includes ordering and cost information.

RESOURCE GUIDE: VOCATIONAL COUNSELING FOR THE HANDICAPPED. Hohenshil, T. H. & Maddy-Bernstein, C. Blacksburg, VA: Virginia Polytechnic Institute and State University, Department of Education, 1980, 133p. ERIC #186-789.

This resource guide is designed to assist educational personnel to expand and increase the effectiveness of their vocational guidance and counseling programs for the handicapped. The guide includes a combination of articles, books, research reports, audiovisual materials, staff training materials, organizations, and directory lists. The references reviewed, which were compiled from a variety of sources, i.e., ERIC, federal and state research and training projects, and private and governmental agencies, address the following areas of concern for the handicapped: (1) counseling, (2) education; (3) job placement; (4) career education; (5) legislation; (6) family counseling; and (7) national and Virginia-based organizations. Each reference is annotated, and where possible, ordering information is included.

TEACHING ADULTS: A GUIDE FOR VOCATIONAL INSTRUCTORS. PROFESSIONAL DEVELOPMENT SERIES, No. 1. Reece, B. L. American Vocational Association, Washington, D.C., 1978, 24p. ERIC #ED164875.

This guide contains suggestions for planning and teaching an adult course. The various sections examine learning climate, training plans, teaching methods, and evaluation models.

HANDBOOKS

ADULT ASSESSMENT: A SOURCE BOOK OF TESTS AND MEASURES OF HUMAN BEHAVIOR. Andrulis, R. S. Springfield, IL: Charles C. Thomas, 1977.

This book supplies the user with a knowledge of the types of assessment devices that are currently available. One hundred and fifty five instruments are presented which assess adult behavior across ten catagories of behavior. Instruments are described and ordering information is given.

ADULT BASIC EDUCATION HANDBOOK: A RESOURCE FOR ADMINISTRATORS, TEACHERS, AND COUNSELORS. Northwest Regional Educational Laboratory. Portland, OR: Author, 710 Southwest Second Avenue, 1977. ERIC # ED 154 354.

This handbook serves as a source of general information, teaching strategies, and alternative strategies in the adult basic education setting. Specific sections are directed towards administrators, teachers, the curriculum, the GED, and materials and sources.

ADULT DEVELOPMENT AND LEARNING. Knox, A. B. Washington, D.C.: Jossey-Bass Publishers, 1977.

This handbook provides a selective but comprehensive overview of knowledge about adult development and learning. The information is presented in a form useful to the practioner.

CAREER GUIDANCE: A HANDBOOK OF METHODS. Campbell, R. E., Watz, G. R., Miller, J. V. & Kriger, S. E. Columbus, OH: Charles E. Merrill, 1973.

This well organized source offers practical information for schools and employment centers on career guidance methods.

DELIVERING VOCATIONAL INSTRUCTION TO ADULT LEARNERS. Southern Illinois University, Carbondale, 1976, 56p. ERIC #ED127469.

This handbook provides an introduction to adult vocational education for new teachers. The second section examines the learning characteristics of adults and the third section discusses alternate sequencing of material for adult learners. Also includes a list of references and resources for adult vocational educators.

HANDBOOK FOR TEACHERS OF ADULT OCCUPATIONAL EDUCATION. New York State Education Department, Albany. Bureau of Occupational and Career Curriculum Development, 1977, 104p. ERIC #ED149160.

This handbook is designed to assist occupationally skilled individuals to become competent instructors in their field.

A MANUAL FOR THE IMPLEMENTATION AND ADMINISTRATION OF CAREER EDUCATION PROGRAMS. Shook, M. W. & Morgan, R. L. 1973. ERIC #076-752.

This series of monographs (ERIC Nos. 076 753-076 760) covers administrative practices, curriculum design, postsecondary and adult programs.

OCCUPATIONAL OUTLOOK HANDBOOK. U.S. Government Printing Office, Washington, D.C. 1976-77.

The handbook contains information on job duties, educational requirements, employment outlook and earnings for more than 850 occupations and 30 industries. The handbook information is based on data received from a variety of sources, including business firms, trade associations, labor unions, professional societies, educational institutions, and government agencies, and represents the most current and comprehensive information available.

PLANNING AND ORGANIZING INSTRUCTION. Silvins, G. H. & Bohn, R. C. Bloomington, IL: McKnight Publishing Company, 1976.

This book is designed to develop competencies for developing curriculum materials and focuses on contemporary concepts of curriculum development. Other topics include program content, instructional organization around occupational clusters, and evaluation of progress.

RURAL AMERICA SERIES. Drier, H. N. et al. Columbus, OH: The Center for Vocational Education. The Ohio State University, 1977.
ERIC # ED 142 750 - 765.

Set of sixteen field-tested handbooks setting forth a comprehensive career guidance, placement and follow through program for rural and small schools K-14. Process may be applied to adults and out-of-school youth. Subsets are: Program Support Information, Program Process Guides, Group and Individual Counseling, Program Support Functions.

STRATEGIES FOR EFFECTING CHANGE IN VOCATIONAL AND TECHNICAL EDUCATION. Wall, J. E. Columbus, OH: ERIC Clearninghouse for Vocational and Technical Education, 1972 (available from the U.S. Government Printing Office, Information Series No. 59, VT 014 704).

This book serves as a synthesis of studies on changes occuring and under consideration in the area of vocational and technical education. It is designed for local administrators, researchers, and teachers as a means of focusing on strategies used to implement change.

YEARBOOK OF ADULT AND CONTINUING EDUCATION 1979-80. Cunningham, P. M. (Ed.). Chicago: Marquis Academic Media, 200 East Ohio Street, 1979.

This fifth addition of the Yearbook reflects the writing in the field of adult continuing education over the past year. Topic areas are adult education-general, adult basic education, continuing professional education, career education, community education, and alternatives-issues.

PUBLICATIONS (PRINTED AND AUDIO-VISUAL)

PUBLISHERS

ABT PUBLICATIONS. 55 Wheeler Street, Cambridge, MA 02138.

ADDISON-WESLEY PUBLISHING COMPANY, INC. Reading, MA 01867.

ALLIED EDUCATION COUNCIL. Distribution Center, Galien, MI 49113.

AMERICAN BOOK COMPANY. Litton Industries, 450 W. 33rd Street, New York, NY 10001.

AMERICAN TECHNICAL SOCIETY. 5608 Stony Island Avenue, Chicago, IL 60637.

APPLETON-CENTURY-CROFTS. 440 Park Avenue, South, New York, NY 10016.

ARCO PUBLISHING COMPANY, INC. 219 Park Avenue, South, New York, NY 10003.

BARRON'S EDUCATIONAL SERIES, INC. 113 Crossways Park Drive, Woodbury, NY 11797.

BELLMAN PUBLISHING COMPANY. P. O. Box 164, Arlington, MD 02174.

BENEFIC PRESS. 10300 West Rossevelt Road, Westchester, IL 60153.

CHAS. A BENNETT COMPANY, INC. 809 W. Detweiller Drive, Peoria, IL 61614.

BOBBS-MERRILL COMPANY, INC. 4300 W. 62nd Street, Indianapolis, IN 46268.

BORG-WARNER EDUCATIONAL SYSTEMS. 600 West University Drive, Arlington Heights, IL 60004.

CAHNERS BOOKS, INC. Cahners Building, 221 Columbus Avenue, Boston, MA 02116.

CAMBRIDGE BOOK COMPANY. 488 Maridon Avenue, New York, NY 10022.

CAREERS, INC. Guidance Publishing, P. O. Box 135, Largo, FL 33540.

CARROLL PRESS. 43 Squantum Street, Cranston, RI 02920

CHRONICLE GUIDANCE PUBLICATIONS. Moravia, NY 13118.

COLLEGE ENTRANCE EXAMINATION BOARD. 888 Seventh Avenue, New York, NY 10019.

CONTINENTAL PRESS, INC. Elizabethtown, PA 17022.

DELMAR PUBLISHERS. Mountainview Avenue, Albany, NY 12205.

DODD, MEAD & COMPANY. 79 Madison Avenue, New York, NY 10016.

DOUBLEDAY & COMPANY, INC. Garden City, NY 11530.

E. P. DUTTON. 201 Park Avenue, South, New York, NY 10003.

ECCA PUBLICATIONS, INC. 1629 K Street, N.W., Suite 520, Washington, D.C. 20006.

ESP, INC. (Educational Sensory Programming), 2304 E. Johnson, Johnesboro, AR 72401.

EDUCATIONAL ACTIVITIES, INC. P. O. Box 392, Freeport, NY 11520.

EDUCATIONAL DESIGN, INC. 47 West 13th Street, New York, NY 10011.

EDUCATIONAL DEVELOPMENT CORPORATION. 202 Lake Miriam Drive, Lakeland, FL 33803.

EDUCATIONAL DEVELOPMENTAL LABORATORIES. 1221 Avenue of the Americas, New York, NY 10020.

EDUCATIONAL PROGRESS CORPORATION. P. O. Box 45663, Tulsa, OK 74145.

EDUCATIONAL PROJECTIONS CORPORATION. 3070 Lake Terrace, Glenview, IL 60025.

ENCYCLOPAEDIA BRITANNICA EDUCATIONAL CORP. 425 N. Michigan Avenue, Chicago, IL 60611

ELECTRONIC FUTURES. (Div of Educational Development Corp.)

ENGLISH LANGUAGE SERVICES. 14350 N.W. Science Park Drive, Portland, OR 97229.

EYE GATE MEDIA. 146-01 Archer Avenue, Jamaica, NY 11435

FIELD EDUCATION ENTERPRISES. 2265 N. Elston Avenue, Chicago, IL 60614.

FOLLETT PUBLISHING COMPANY. 1010 W. Washington Boulevard, Chicago, IL 60607.

GENERAL LEARNING PRESS. 250 James Street, Morristown, NJ 07960.

GRUNE AND STRATTON PUBLISHING. 111 Fifth Avenue, New York, NY 10003.

THE GRYPHON PRESS. 220 Montgomery Street, Highland Park, NJ 08904.

HARCOURT, BRACE, AND JOVANOVICH, INC. 757 Third Avenue. New York, NY 10017.

HARPER & ROW, PUBLISHERS. 10 E. 53rd Street, New York, NY 10022.

D. C. HEATH & COMPANY. 125 Spring Street, Lexington, MA 02173.

HERDER & HERDER, INC. The Seabury Press, 815 Second Avenue, New York, NY 10017.

HOLT, RINEHARD & WINSTON. 383 Madison Avenue, New York, NY 10017.

HOUGHTON MIFFLIN COMPANY. 2 Park Street, Boston, MA 02107.

INDUSTRIAL PRESS, INC. 200 Madison Avenue, New York, NY 10016.

INSTITUTE FOR RESEARCH ON HUMAN RESOURCES. Pennsylvania State University, 407 Kerr Graduate Building, University Park, PA 16802.

THE INTERSTATE PRINTERS & PUBLISHERS, INC. 19 N. Jackson Street, Danville, IL 61832.

H. C. JOHNSON PRESS, INC. Vocational Education Division, P. O. Box 4156, Rockford, IL 61110.

LEARNING SYSTEMS, INC. 1818 Ridge Road, Homewood, IL 60430.

LOVE PUBLISHING COMPANY. 6635 East Villanova Place, Denver, CO 80222.

MACMILLAN INFORMATION. 866 Third Avenue, New York, NY 10022.

MCCUTCHAN PUBLISHING CORPORATION. 2526 Grove Street, Berkeley, CA 94704.

MCGRAW-HILL BOOK COMPANY. 1221 Avenue of the Americas, New York, NY 10020.

MCKNIGHT & MCKNIGHT PUBLISHING COMPANY. Bloomington, IL 61701

MEDIA MATERIALS, INC. 2936 Remington Avenue, Department H54321, Baltimore, MD 21211.

CHARLES E. MERRILL PUBLISHING COMPANY. 1300 Alum Creek Drive, Columbus, OH 43216.

JULIAN MESSNER. Division of Simon and Schuster. 1 West 39th Street, New York, NY 10018.

THE M.I.T. PRESS. 28 Caleton Street, Cambridge, MA 02142.

MSS INFORMATION CORPORATION. 655 Madison Avenue, New York, NY 10021.

OLYMPUS PUBLISHING COMPANY. 937 East Ninth Street South, Salt Lake City, UT 84105.

OXFORD BOOK COMPANY. 11 Park Place, New York, NY 10007.

P.A.R., INCORPORATED. Abbott Park Place, Providence, RI 02903.

PENDELL PUBLISHING COMPANY. P. O. Box 1666, Midland, MI 48640.

PRENTICE-HALL, INCORPORATED. Englewood Cliffs, NJ 07632.

QUADRANGLE/NEW YORK TIMES BOOK COMPANY. 10 E. 53rd Street, New York, NY 10022.

RANDOM HOUSE, INCORPORATED. 201 East 50th Street, New York, NY 10022.

SAGE PUBLICATIONS, INCORPORATED. 275 S. Beverly Drive, Beverly Hills, CA 90212.

HOWARD W. SAMS & COMPANY. 4300 W. 62nd Street. Indianapolis, IN 46268.

SCHENKMAN PUBLISHING COMPANY. 3 Mt. Auburn Place, Harvard Square, Boston, MA 02138.

SCIENCE RESEARCH ASSOCIATES. 259 E. Erie Street, Chicago, IL 60611.

SCOTT, FORESMAN & COMPANY. 1900 E. Lake Avenue, Glenview, IL 60025.

SIMON & SCHUSTER, INC. 630 Fifth Avenue, New York, NY 10020.

SOUTH-WESTERN PUBLISHING COMPANY. 5101 Madison Road, Cincinnati, OH 45227.

STECK-VAUGHN COMPANY. P. O. Box 2028, Austin, TX 78768.

TAYLOR PUBLISHING COMPANY. Box 1392, San Angelo, TX 76901.

TEACHERS COLLEGE PRESS. Columbia University, 1234 Amsterdam Avenue, New York, NY 10027.

CHARLES C. THOMAS. Publisher. 301-27 E. Lawrence Avenue, Springfield, IL 62717.

HENRY Z. WALCK, INC. Division, David McKay, Inc., 750 Third Avenue, New York, NY 10017.

WATSON-GUPTILL PUBLICATIONS. Division Billboard Publications, Inc.
1 Astor Plaza, New York, NY 10036.

H. W. WILSON COMPANY. 950 University Avenue, Bronx, NY 10452.

WALLENSAK. Mincom Division. 3-M Company, 3-M Center, St. Paul, MN
55101

WORLD TRADE ACADEMY PRESS. 50 E. 42nd Street, New York, NY 10017.

JOURNALS AND NEWSLETTERS

ABE NEWSLETTER. The Newsletter for Adult Basic Education in Virginia. 280 UCOB, College of Education, AES Divison, VPI & SU, Blacksburg, VA 24061.

ACES NEWSLETTER. 332 Tappan Street, Brookline, MA 02146. (no cost)

AIR CAREER EDUCATION NEWS. P. O. Box 1113, Palo Alto, CA 94302. (cost is free from American Institute for Research)

AMERICAN EDUCATION. U. S. Office of Education, 400 Maryland Avenue, S. W., Washington, D. C. 20202. (cost is $13.50 per year)

APA MONITOR. 1200 17th Street, N. W., Washington, D. C. (cost is $5.00 per year)

ASTD NATIONAL REPORT FOR TRAINING AND DEVELOPMENT. P. O. Box 5307, Madison, WI 53705. (cost is $35 per year)

ATEA NEWSLETTER. North Dakota State School of Science, American Technical Education Association, Wahpenton, ND 58075. (cost is $7.50 to members)

CACO (Clusters Approach to Career Orientation) NEWSLETTER. 2nd Floor, Price House, Virginia Polytechnic Institute and State University, Blacksburg, VA 24061. (no cost)

CAREER DIGEST. 1201-1209 S. Greenlawn, South Bend, IN 46615. (no cost)

CAREER EDUCATION DIGEST. 3303 Harbor Blvd., Suite H6, Costa Mesa, CA 92626. (cost is $7.50 per year)

CAREER EDUCATION EXCHANGE. Akron Public Schools, 65 Stiener Avenue, Akron, OH 44301. (no cost)

CAREER EDUCATION NEWS. 230 W. Monroe Street, Chicago, IL 60606. (cost is $50 per year from McGraw-Hill Institutional Publications)

CAREER EDUCATION WORKSHOP. Parker Publishing Company, Inc., West Nyack, NY 10994. (cost is $36 per year from Parker Publishing Company)

CAREER WORLD. 501 Lake Forest Avenue, Highwood, IL 60040. (cost is $7 per year (discounts for multiple copies))

CENTER CRITIQUES. Curriculum Management Center, Illinois Office of Education, 100 North First Street, Springfield, IL 62777 (no cost)

CENTERGRAM. Center for Vocational Education, The Ohio State University, 1960 Kenny Road, Columbus, OH 43210. (no cost)

CE-VIEW NEWSLETTER. University of South Dakota/Springfield, Springfield, SD 57062. (no cost)

COMMERCE BUSINESS DAILY. Washington, D.C.: U. S. Department of Commerce, (available from Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. 20402. (cost is $105 per year for first class mailing)

Contains announcements of government priorities, needs, and funding sources for services to meet needs. Important for funding information is presented for proactive planning for CETA based agencies.

COMMUNITY AND JUNIOR COLLEGE JOURNAL. American Association of Community and Junior Colleges, One Dupont Circle, Suite 410, Washington, D. C. 20036. (cost is $7.00 per year)

COUNSELOR EDUCATION AND SUPERVISION. 5203 Leesburg Pike, Falls Church, Virginia 22041 (cost is $7.00/year for APGA members and $10/year for nonmembers.

COUNSELOR'S INFORMATION SERVICE. B'nai B'rith Career & Counseling Services, 1640 Rhode Island Avenue, N.W., Washington, D. C. 20036. (cost is $9.00 per year)

FEDERAL REGISTER. Washington, D. C.: Office of the Federal Register, National Archives and Records Service, (available from Superintendent of Documents, U.S. Government Printing Office, Washington, D. C. 20402.) (cost is 75¢ per issue)

FLORIDA VOCATIONAL JOURNAL. Career Education Center, Florida State University, Room 611 Johnston Building, 415 North Monroe, Tallahassee, FL 32301. (cost is $5.00 per year)

THE GENERATOR. College of Education, University of Rochester, Rochester, NY 14627. (cost is free to members from Division G, American Educational Research Association)

GUIDEPOST. 5203 Leesburg Pike, Falls Church, Virginia 22041. (cost is $10 per year from the American Personnel and Guidance Assocation)

INDUSTRIAL AND LABOR RELATIONS REVIEW. New York State School of Industrial and Labor Relations, Cornell University, Ithaca, NY 14853. (cost is $12 per year from New York State School of Industrial and Labor Relations)

INFORM. National Career Information Center, 1607 New Hampshire Avenue, N. W., Washington, D. C. 20009. (cost is $15 for members/ $25 for nonmembers from American Personnel and Guidance Association)

JOURNAL OF CAREER EDUCATION. 111 Education Building, University of Missouri, Columbia, MO 65201. (cost is $8 per year)

JOURNAL OF COLLEGE PLACEMENT. P. O. Box 2263, Bethlehem, PA 18001. (cost is $35 (includes another publication) from College Placement Council)

JOURNAL OF NON-WHITE CONCERNS. 5203 Leesburg Pike, Falls Church, VA 22041. (cost is $10 per year from American Personnel and Guidance Association)

LABOUR EDUCATION. International Labour Office, Worker's Education Branch, 1211 Geneva 22, Switzerland. (cost is free from International Labour Organization)

MAN/SOCIETY/TECHNOLOGY. 1201 16th Street, N. W., Washington, D. C. 20036. (cost is $9 per year from American Industrial Arts Association)

THE MONITOR. 1201 16th Street, N. W., Washington, D. C. 20036. (cost is $9 per year from American Industrial Arts Association)

MONTHLY LABOR REVIEW. 441 G Street, N. W., Washington, D. C. 20212. (cost is $22.35 per year from Bureau of Labor Statistics)

NATIE NEW NOTES. P. O. Box 545, Falls Church, VA 22046. (cost free to members from National Association for Trade and Industrial Education)

NVGA NEWSLETTER. 5203 Leesburg Pike, Falls Church, Virginia 22041 (cost is free to members from National Vocational Guidance Association)

OCCUPATIONAL OUTLOOK QUARTERLY. Room 2028, GAO Building, Washington, D. C. 20212. (cost is $5.40 per year from Bureau of Labor Statistics)

THE PERSONNEL AND GUIDANCE JOURNAL. 5203 Leesburg Pike, Virginia 22041. (cost is $25 per year from American Personnel and Guidance Association)

SOCIOLOGY OF WORK AND OCCUPATIONS. 275 S. Beverly Drive, Beverly Hills, CA 90212. (cost is $12 individuals; $10 students, & $20 institutions from Sage Publications, Inc.)

TECHNICAL EDUCATION NEWS. 1221 Avenue of the Americas, New York, NY 10020. (no cost)

TRAINING AND DEVELOPMENT JOURNAL. P. O. Box 5307, Madison, WI 53705. (cost is $20 per year from American Society for Training and Development)

TRAINING MAGAZINE. One Park Avenue, New York, NY 10016. (cost is $12 per year from Ziff-Davis Publishing Company)

VocEd (formerly American Vocational Journal). 1510 H Street, N. W., Washington, D. C. 20005. (cost is $8 per year)

VOCATIONAL GUIDANCE QUARTERLY. 5203 Leesburg Pike, Falls Church, VA 22041 (cost is $10 per year from National Vocational Guidance Association)

WASHINGTON COUNSELETTER. Chronicle Guidance Publications, Moravia, NY 13118. (cost is $11 per year from Chronicle Guidance Publications, Inc.)

WORK-EDUCATION COUNCIL OF SOUTH-SUBURBS, News Link. Prairie State College, 202 Halstead Street, Building C, Chicago Heights, IL 60411.

WORKLIFE. Room 10414, 601 D Street, N. W., Washington, D. C. 20213. (cost is $15.30 from The Employment and Training Administration, U. S. Department of Labor)

SPECIAL ISSUES OF JOURNALS

CAREER EDUCATION QUARTERLY. 1978, 3(3 and 4).

Feature: Abstracts of Career Education Projects.

CAREER EDUCATION QUARTERLY. 1977, 3(2).

Theme: Post-secondary Career Education.
Guest Editor: Angelo C. Gilli, Sr.

JOURNAL OF CAREER EDUCATION. 1980, 6(4).

Theme: Career Education and CETA
Guest Editors: Michael J. Dyrenfurth and Earl J. Moore.

JOURNAL OF CAREER EDUCATION. 1975, 2(2).

Theme: Vocationalism and Humanism in Career Education.
Guest Editor: David V. Tiedeman.

JOURNAL OF EMPLOYMENT COUNSELING. 1980, 17(1).

Theme: Work/Life Counseling for Older People.
Guest Editor: Mary L. Ganikos.

THE PERSONNEL & GUIDANCE JOURNAL. 1979, 58(4).

Theme: Counseling Handicapped Persons & Their Families
Guest Editor: Thomas H. Hohenshil.

THE PERSONNEL AND GUIDANCE JOURNAL. 1978, 56(8).

Feature: Counseling Across Cultures

PERSONNEL AND GUIDANCE JOURNAL. 1976, 55(3).

Theme: Counseling Over The Life Span.
Guest Editor: Daniel Sinick.

PERSONNEL AND GUIDANCE JOURNAL. 1975, 53(9).

Theme: Career Development: Guidance and Education.
Guest Editors: L. Sunny Hansen and Norman C. Gysbers.

PERSONNEL AND GUIDANCE JOURNAL. 1974, 53(2).

Theme: Counselors in Corrections.
Guest Editors: Norma B. Gluckstern and Larry L. Dye.

VOCATIONAL GUIDANCE QUARTERLY. 1977, 25(4).

Theme: Mid-Life Career Change.
Guest Editor: Arthur A. Hitchcock.

VOCED. 1979, 54(7).

Feature: Improving Career Guidance: Imperatives for the 80's.

VOCED. 1978, 53(8).

Feature: Lifelong Learning and Vocational Education.

AUDIO-VISUAL

AMERICAN MAN: TRADITION AND CHANGE. New York: Butterick Publishing, 161 Sixth Avenue, 1976. Twelve minutes each, color, sound filmstrips. ($45 purchase)

This unit of two sound filmstrips introduces the concept of sex-role sterotyping to high school students.

AMERICAN WOMEN: NEW OCCUPATIONS. New York: Butterick Publishing, 1976. Twelve minutes each, color, sound filmstrips. ($45 purchase)

This unit of two sound filmstrips helps high school students explore sex-role stereotyping.

ANYTHING YOU WANT TO BE. New Day Films, P. O. Box 315, Franklin Lakes, NJ 07417. Eight minutes, black and white, sound, 16 mm. ($115 purchase/ $17 rental)

This is a short, fast-paced film, showing how society subtly socializes women into accepted stereotypes. This film would be useful with junior high school students through adults for discussion about societal sex stereotypes.

COPING IN THE WORLD OF WORK: PRACTICE IN PROBLEM SOLVING. Campbell, R. E. Columbus, OH: The Center for Vocational Education, The Ohio State University, 1977. (full set $98, publication # RD 120)

Set consists of audiovisual and printed materials designed to enable students to deal with on-the-job adjustment problems, using a problem solving approach, and to allow practice in this approach in a simulated setting.

EXPLORATIONS, PART III: RESOURCES: RECOMENDATIONS FOR ADULT CAREER RESOURCES. Hoffman, F. E., Bliss, C. A., Colker, L. J., Greenfield, P. O. & Tucker, T. S. Silver Spring, MD: Applied Management Sciences, Inc., 1974. ERIC #102-428.

This source presents annotated reviews on a listing of printed and audiovisual materials in adult career education from 1969-1974. Services are grouped according to U.S.O.E. career clusters.

THE FEDERAL EDUCATION PROJECT. Lawyer's Committee for Civil Rights Under the Law. Suite 520, 733 15th Street, North West, Washington, D. C. 20005.

Technical assistance and information are provided to individuals and organizations concerned about equal opportunity in vocational education. It produces a monthly newsletter containing articles on current developments affecting bias in vocational education, especially in the areas of federal legislation, rulemaking and enforcement activities.

JOBS AND GENDER. Guidance Associates, 757 Third Avenue, New York, NY 10017, 1971. Eighteen minutes, color, sound filmstrips. ($48.50 purchase)

This two filmstrip unit presents people who have crossed the sex-work barrier (such as a female carpenter, a male nurse). Challenges junior and senior high school students to examine their own biases, and encourages them to explore what they really would like to be. A twenty-nine page Discussion Guide accompanies the unit.

LOOKING AT TOMORROW...WHAT WILL YOU CHOOSE? Churchill Films. 662 North Robertson Boulevard, Los Angles, CA 90069. Twenty minutes, color, sound, 16 mm. ($210 purchase)

This film is targeted to elementary, junior high, and senior high school students, and gives documentary treatment of eight young women at their jobs: lawyer/congress person, bricklayer, violin maker, telephone frameperson, employment representative, self-employed artist/business owner, air traffic controller, and animal nutritionist. The dialogue focuses on choice, preparation and satisfaction. A Leader's Guide presents questions for discussion.

MALE AND FEMALE ROLE. Cornet Instructional Media. 369 West Erie Street, Chicago, IL 60610, 1975. Nine minutes each, color, sound filmstrips. ($102 purchase)

The unit contains six color, sound filmstrips entitled: "The Stereotypes," "How Stereotypes Evolved," "How They Are Learned," "Emerging Dissatisfactions," "New Perspectives," and "How Aware Are You?" These can be used as an entire unit, or each separately to help people from junior high school through adults to understand the sociological process of sex stereotyping. A sixteen-page Teacher's Guide gives questions for discussion and extra activities.

NON-TRADITIONAL CAREERS FOR WOMEN. Pathescope Educational Media, Inc. 71 Weyman Avenue, New Rochelle, NY 10802, 1974. 26 Minutes, color, sound filmstrips. ($46 purchase)

This unit contains two sound filmstrips designed to introduce junior and senior high school students and adults to non-traditional careers for women. This unit has a twenty-one page Teacher's Manual.

WOMEN AT WORK: CHOICE AND CHALLENGE. Guidance Associates. 757 Third Avenue, New York, NY 10017, 1975. Eighteen minutes, color, sound filmstrips. ($48.50 purchase)

This unit contains two color, sound filmstrips designed for high school students and adults, to explore the changing role of women in the labor force and alternate lifestyles available to women. A forty-page Discussion Guide accompanies the unit.

ASSOCIATIONS AND ADVISORY COUNCILS

NATIONAL ASSOCIATIONS

ADULT EDUCATION ASSOCIATION OF THE USA. 810 18th Street, N.W. Washington, D.C. 20006.

The purposes of AEA/USA are: to further the concept of education as a process continuing throughout life; to promote and develop adult education by affording opportunities to professional and non-professional and adult educators to increase their competencies; to receive and disseminate information about adult education, and to promote the balanced development of educational services for adult persons.

ADULT STUDENT PERSONNEL ASSOCIATION. University College of Liberal and Applied Studies. University of Rochester, Rochester, NY 14627.

ASPA was founded to foster and implement student personnel services for adults in higher education through the exchange of ideas among members and to strive for greater understanding of the unique problems of adult students.

AMERICAN ASSOCIATION OF COMMUNITY AND JUNIOR COLLEGES. American Association of Community and Junior Colleges. One Dupont Circle, N.W., Suite 410, Washington, D.C. 20036.

The Association maintains a National Center for Community Education which is committed to advancement of lifelong education. AACJC publishes a national magazine, "The Community and Junior College Journal," operates a governmental affairs office, and produces publications, conferences and workshops designed to further community-based education.

AMERICAN EDUCATIONAL RESEARCH ASSOCIATION. 1126 Sixteenth Street, N.W., Washington, D.C. 20036.

Publishes Educational Researcher, American Educational Research Journal, and Review of Educational Research. Interested in the development, application and improvement of educational research.

AMERICAN FEDERATION OF LABOR--CONGRESS OF INDUSTRIAL ORGANIZATIONS. Department of Education, AFL-CIO 815 16th Street, N.W., Washington, D.C. 20006.

The AFL/CIO's Department of Education serves to: a) promote the widest possible understanding among union members of the aims of the Federation; b) assist affiliated unions in developing their own educational programs; and c) to implement the AFL-CIO's interest in providing the nation with the highest standard of education at all levels. In this pursuit the AFL-CIO actively supports all phases of legislation dealing with adult and continuing education; and works directly with national unions, universities and government agencies to encourage the delivery of labor education programs.

AMERICAN FEDERATION OF TEACHERS. Educational Issues Department. American Federation of Teachers, 11 Dupont Circle, Washington, D.C. 20036.

For many years, AFT policy has supported the expansion and upgrading of adult education. A major initiative taken in 1975 included lifelong learning opportunities as a priority goal in the Federation's educational and legislative program.

AMERICAN LIBRARY ASSOCIATION. Executive Director. Continuing Library Education Network and Exchange CLENE, 620 Michigan Avenue, N.E. Washington, D.C. 20064.

The goal of the American Library Association is the promotion of libraries and librarianship to assure the delivery of user-oriented library information service to all.

AMERICAN PERSONNEL AND GUIDANCE ASSOCIATION. 5203 Leesburg Pike, Falls Church, Virginia 22041

Publishes Guidepost, Personnel and Guidance Journal, etc.

AMERICAN PSYCHOLOGICAL ASSOCIATION (APA) 12001 7th Street, N.W. Washington, D.C. 20036.

AMERICAN SOCIETY FOR TRAINING AND DEVELOPMENT INC. Director of Communications American Society for Training and Development, Inc. Suite 400, One Dupont Circle, N.W. Washington, D.C. 20036.

The primary mission of the Society is the professional development of the membership and to advance the state of the art in training and development. Nine geographical regions. Six functional divisions: Organizational Development, Sales Training, Technical and Job Skills Training.

AMERICAN VOCATIONAL EDUCATION RESEARCH ASSOCIATION. Rutgers University, Graduate School of Education. 10 Seminary Place, New Brunswick, NJ 08903.

Aim is to stimulate research and development activities in vocational education and to encourage training programs to prepare persons for responsibilities in vocational education research.

ASSOCIATION OF AMERICAN PUBLISHERS, INC. Education for Publishing Program. One Park Avenue, New York, NY 10016.

The purpose of the AAP is to improve the status of publishing in this country and throughout the world and to nurture and strengthen public understanding about the central role books play in our society. The association is committed to the promotion of social welfare, by developing, maintaining and improving all areas of adult and continuing education.

ASSOCIATION FOR CONTINUING HIGHER EDUCATION. Evening College and Summer Session. The John Hopkins University, Baltimore, MD 21218

ACHE is an association of institutions and individuals having a commitment to providing opportunities in higher education for adults in traditional and non-traditional programs.

ASSOCIATION FOR CONTINUING PROFESSIONAL EDUCATION. Montclair State College. Upper Montclair, NJ 07043.

The purpose of the organization is to improve education at all levels through lifelong learning among professionals and other persons associated with educational endeavors.

COALITION OF ADULT EDUCATION ORGANIZATIONS (CAEO). 810 18th Street, N. W., Washington, D. C. 20006.

Fosters closer cooperation and coordination to develop, maintain and improve a balanced system of adult and continuing education in the U.S.

COMBASE: A COOPERATIVE FOR ADVANCEMENT OF COMMUNITY-BASED COMMUNITY COLLEGED EDUCATION. Gollattscheck, J. Chairman, COMBASE. President, Valencia Community College, Orlando, FL 32802.

The goals of COMBASE are to extend the benefits of higher education to all in the community and to coordinate its efforts with those of other organizations serving adults with continuing education and to inform COMBASE members of on-going activities in their areas.

COMMISSION OF PROFESSORS OF ADULT EDUCATION: ADULT EDUCATION ASSOCIATION OF U.S.A. 810 18th Street, N. W., Washington, D. C. 20006.

COUNCIL FOR NONCOLLEGIATE CONTINUING EDUCATION. Shaw, N. C. Associate Director, Council for Noncollegiate Continuing Education, 6 North Sixth Street, Richmond, VA 23219.

The Council is committed to the improvement of continuing education through accreditation, related consultation, publications, research, conferences and workshops. The Council services primarily the private and nonprofit sectors and organizations having no other access to accreditation.

COUNCIL OF NATIONAL ORGANIZATIONS FOR ADULT EDUCATION. 1740 Broadway, 17th Floor, New York, NY 10019.

Provides opportunity for national groups to work together. Publishes papers on community problems and social issues.

DISTRIBUTIVE EDUCATION CLUBS OF AMERICA. Applegate, H. 200 Park Avenue, Falls Church, VA 22046.

DECA is a vocational student organization for students in high schools and junior colleges who are preparing for careers in marketing, merchandising and management.

INSTITUTE OF LIFETIME LEARNING/NATIONAL RETIRED TEACHERS ASSOCIATION/ AMERICAN ASSOCIATION OF RETIRED PERSONS. Timmermann, S. Head, NRTA/AARP Institute of Lifetime Learning, 1909 K Street, N.W., Washington, D.C. 20049.

Included in the mission of the Institute are the development of educational materials and resources for persons working in the field of aging and education, collection and dissemination of information to older persons about learning opportunities, and the initiation and implementation of developmental and research projects.

LIBRARY FOR CONTINUING EDUCATION AT SYRACUSE. Charters, A. N. Adult Education, Syracuse University, 200 Huntington Hall, Syracuse, NY 13210.

The Library for Continuing Education is designed to assist in the professional development of educators of adults. It collects and disseminates resources and information about resources.

L. MIRANDA AND ASSOCIATES. Suite 102, 4701 Willard Avenue, Chevy Chase, MD 20015.

This organization has implemented a "Business and Management Development Program for Minority Women" to train Hispanic women in management techniques.

NATIONAL ADULT EDUCATION CLEARINGHOUSE/NATIONAL MULTIMEDIA CENTER FOR ADULT EDUCATION. Spinelli, F. M. Director, Centers of Adult Continuing Education, Montclair State College, Upper Montclair, NJ 07043.

The NAEC/NMMC has as its purpose the wide dissemination of up-to-date information about curricular/instructional, professional preparation, research and other commerical and non-commercial materials useful in the education, training and retraining of clients in all areas of adult continuing education including basic, secondary, community and gerontological concentrations.

NATIONAL ASSOCIATION FOR PUBLIC CONTINUING AND ADULT EDUCATION. Dorland, J. R. Executive Director. NAPCAE, 1201 Sixteenth Street, N.W., Suite 429, Washington, D.C., 20036.

The purpose of the Association shall be to give leadership to the development and implementation of public continuing and adult education. Emphasis is on publicly supported adult and continuing education programs in such institutions as elementary, junior, and senior high schools; post-secondary institutions; and government education agencies--federal, state and local.

NATIONAL ASSOCIATION OF CAREER EDUCATION. Gardner, D.C. 765 Commonwealth Avenue, Room 1502, Boston, MA 02215.

Purpose is to provide a means of communication and ideal information sharing among persons interested in advancing implementing or supporting the goals of career education; to seek to help the general public become more aware of career education and its implications to work in America; and to act as a unified voice for career education at public forums and hearings.

NATIONAL ASSOCIATION OF STATE DIRECTORS OF VOCATIONAL EDUCATION. Sandvig, G. L. 2805 Eisenhower Street, Eau Claire, WI 54701.

NATIONAL CENTER FOR EDUCATIONAL BROKERING, Office of Research and Publications. Syracuse, NY: 405 Oak Street, Syracuse, NY 13208.

Offers a growing list of publications on provision of adult education and related concerns including educational guidance.

THE NATIONAL CENTER FOR RESEARCH IN VOCATIONAL EDUCATION. Columbus: The Ohio State University. 1960 Kenny Road, Columbus, OH 43210.

The Center focuses on the areas of guidance and career development. A curriculum unit for career planning; an assessment of career materials. and the implications for women's career development; and several information analysis, review, and synthesis papers have been produced. Current efforts include producing handbooks on the career implications of stereotyping; developing a model for upgrading underemployed women in business and education; and the development of training packages for vocational education personnel. Many other publications on vocational education, career guidance, teacher education, adult education and guidance. Materials for minorities, women, native Americans.

NATIONAL COMMUNITY EDUCATION ASSOCIATION. Tremper, P. Executive Director, NCEA, 1030 15th Street, N.W., Suite 536, Washington, D.C. 20005.

The Association provides a wide variety of services for its members including, but not limited to, publications, job referral services, and opportunities for professional development. The organization provides a national forum for discussing significant issues facing community education and related fields.

NATIONAL COUNCIL OF CHURCHES OF CHRIST IN THE U.S.A. Fister, J. B. Executive Director, Education for Christian Life & Mission, 475 Riverside Drive, Room 708, New York, NY 10027.

Primary responsibility for adult education programs is in the Division of Education. However, adult education activities are also a part of other divisions and units of the Council.

NATIONAL COUNCIL OF SENIOR CITIZENS, INC./NATIONAL SENIOR CITIZENS EDUCATION AND RESEARCH CENTER, INC. Mulvey, M. C. President, National Senior Citizens Education and Research Center, Providence Public Schools, 396 Smith Street, Providence, RI 02908.

The major educational thrust is to inform the aged about legislation and government actions affecting their lives and to assist them to participate in decision-making through nonpartisan political activity and public debate. It seeks to give priority to providing the aged with the information and skills to enable them to influence the activities of governments and institutions, rather than to be passive clients receiving such services as institutions and governments deem appropriate.

NATIONAL COUNCIL OF URBAN ADMINISTRATORS OF ADULT EDUCATION (NCUAAE). 1201 16th, N. W. (Suite 429), Washington, D. C. 20036.

NATIONAL COUNCIL ON COMMUNITY SERVICES AND CONTINUING EDUCATION. Rue, R. N. NCCSCE Representative to CAEO, President, Mohegan Community College, Norwich, CT 06360.

The council provides a wide variety of services for its members including publications, consulting services, and regional meetings dedicated to the specific concerns of practitioners.

NATIONAL EDUCATION ASSOCIATION. Griffin, A. H. Jr. Professional Associate Instruction and Professional Development, NEA 1201 Sixteenth Street, N. W., Washington, D. C. 20036.

National Education Association believes that education should be provided from early childhood through adulthood, be suited to the needs of the individual, be nonsegregated, be offered beyond the traditional school day and school year, be required through the secondary school, be offered at public expense, and be guaranteed by the Constitution of the United States.

NATIONAL MANPOWER TRAINING ASSOCIATION. State Department of Education. P. O. Box 771, Jackson, MS 39205.

Encourages development of quality manpower training programs for youth and adults. Recommends standards for manpower training programs.

NATIONAL UNIVERSITY EXTENSION ASSOCIATION. Glancy, K. Director of Special Programs, The Johns Hopkins University, Baltimore, MD 21218.

NUEA is an organization of 275 Colleges and Universities that conduct Extension and Continuing Education programs, other organizations interested in continuing education, and staffs of these institutions and organizations.

UNITED STATES ASSOCIATION OF EVENING STUDENTS. Farma, A. F. President, United States Association of Evening Students, 53 Farragut Road, S. Boston, MA 02127.

Association attempts to foster closer relations among schools within close geographic proximity and the establishment and maintence of communication between the adult students and various administrative groups, both educational and legislative.

UNIVERSITY AND COLLEGE LABOR EDUCATION ASSOCIATION. MacKenzie, J. R.
Labor Studies Center, University of District of Columbia, 724
Ninth Street, N. W., Washington, D. C. 20005.

Promotes cooperation among member programs, assists with the orderly expansion of labor education, promotes cooperation between unions and universities and colleges in education, serves as the national representative of university and college labor education and develops professional standards in the field of labor education.

VOCATIONAL INDUSTRIAL CLUBS OF AMERICA. Johnson, L. W. 105 North
Virginia Avenue, Falls Church, VA 22046.

Federation of State associations and local clubs of young people in trade, industrial, technical, and health occupations programs in high schools, area vocational schools, junior and community colleges.

VIRGINIA ASSOCIATIONS/ORGANIZATIONS

ADULT EDUCATION ASSOCIATION OF VIRGINIA. Jones, C. C. 3600 W. Broad Street, Seaboard Building, Suite 380, Richmond, VA 23230.

ADULT EDUCATION SERVICES. Department of Education, Commonwealth of Virginia, P. O. Box 6-Q, Richmond, VA 23216.

CENTER FOR COMMUNITY EDUCATION. Virginia Department of Education, 1103 8th Street Office Building, Richmond, VA 23216.

DEPARTMENT OF URBAN AFFAIRS AND COMMUNITY SERVICE. P. O. Box 3697, University Station, Charlottesville, VA 29903.

GUIDANCE SERVICES. State Department of Education, P. O. Box 6-Q, Richmond, VA 23216.

OFFICE OF AGING. 830 East Main Street, Suite 950, Richmond, VA 23219.

PUBLIC INFORMATION AND PUBLICATIONS. State Department of Education, Ninth Street Office Building, Richmond, VA 23219.

STATE RIGHT TO READ OFFICE. State Department of Education, P. O. Box 6-Q, Richmond, VA 23216.

VIRGINIA COMMUNITY EDUCATION ASSOCIATION. 5929 Cove Road, N. W., Roanoke, VA 24019.

VIRGINIA PERSONNEL AND GUIDANCE ASSOCIATION. (Mailing address changes with each president.)

VIRGINIA STATE ADVISORY COUNCIL ON VOCATIONAL EDUCATION. Box U, Blacksburg, VA 24060.

VIRGINIA VOCATIONAL ASSOCIATION. 2403 Westwood Avenue, P. O. Box 6552, Richmond, VA 23230.

VOCATIONAL EDUCATION. State Department of Education, P. O. Box 6-Q, Richmond, VA 23216.

ADVISORY COUNCILS

COMMUNITY EDUCATION ADVISORY COUNCIL. Regional Office Building, Room 5622, 7th and D Streets, S. W., Washington, D. C. 20202.

NATIONAL ADVISORY COUNCIL FOR CAREER EDUCATION. Regional Office Building 3, Room 3100, 7th and D Streets, S. W., Washington, D. C. 20202.

NATIONAL ADVISORY COUNCIL ON ADULT EDUCATION. 425 13th Street, N. W., Suite 323, Washington, D. C. 20004.

NATIONAL ADVISORY COUNCIL ON EXTENSION AND CONTINUING EDUCATION. 425 13th Street, N. W. (Suite 529), Washington, D. C. 20004.

NATIONAL ADVISORY COUNCIL ON VOCATIONAL EDUCATION. 425 13th Street, N. W., (Suite 412), Washington, D. C. 20006.

PRESIDENT'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED. Office of Information, Washington, D. C.

VIRGINIA STATE ADVISORY COUNCIL ON VOCATIONAL EDUCATION. Box U, Blacksburg, VA 24060.

DIRECTORY OF EXEMPLARY VOCATIONAL GUIDANCE PROJECTS FOR ADULTS IN VIRGINIA

During the school years of 1978-79, 1979-80, and 1980-81, a number of exemplary vocational guidance projects were funded in the Commonwealth of Virginia through Title II (Vocational Education) of Public Law 94-482. A group of these projects was designed to increase career education and vocational guidance and counseling for adults. This section provides the names, addresses, and phone numbers of the local project directors in order to provide the reader a directory of persons in the field.

Directory of Local Project Directors
1980-81
Exemplary Vocational Guidance Projects: Adults

Emory & Henry College
Career Education Opportunities for Adults in Rural Areas
Patsi B. Trollinger
Emory & Henry College
Emory, VA 24327 (703) 944-3121, ext. 23

Northern Virginia Community College
The Career Life Assessment Skills Service (Class): A Program to Meet Adult Developmental Needs
Ms. Bernadette Curtin
Dr. Fred Hecklinger
Alexandria Campus
3001 N. Beauregard Street
Alexandria, VA 22311 (703) 323-4218

Patrick Henry Community College
Expanding Horizons in Vocational Counseling for Adults
Dr. David G. Glendy
P. O. Drawer 5311
Martinsville, VA 42112 (703) 638-8777

Randolph-Macon College
"SIGI"-Computer Assistance to Improve Vocational Counseling for Adults
Dr. Russell A. Bourne, Jr.
Randolph-Macon College
Ashland, VA 23005 (804) 798-8372

University of Virginia
School of Education
Vocational Guidance for Adults
Dr. William H. Van Hoose
Counselor Education Department
Ruffner Hall
405 Emmet Street
Charlottesville, VA 22903 (804) 924-3400

Virginia Tech
Improving Vocational Guidance and Counseling for Adults
Dr. Johnnie Miles
201 UCOB
Virginia Tech
Blacksburg, VA 24061 (703) 961-7572

Virginia Tech
State-Wide Conference on Educational Brokering
Dr. Harold Stubblefield
208 UCOB
Virginia Tech
Blacksburg, VA 24061 (703) 961-7577

Virginia Tech
Project Paragon: A Pilot/Model Vocational Counseling & Consultation Program for Adult Workers
Dr. Carl McDaniels
Mr. Albin T. Butt
205 UCOB
Virginia Tech
Blacksburg, VA 24061 (703) 961-6890
(703) 961-5301

Wytheville Community College
Meeting the Vocational Guidance and Counseling Needs of Adults
Dr. Thomas L. Barnes
Wytheville Community College
Wytheville, VA 24382 (703) 228-5541

APPENDIX

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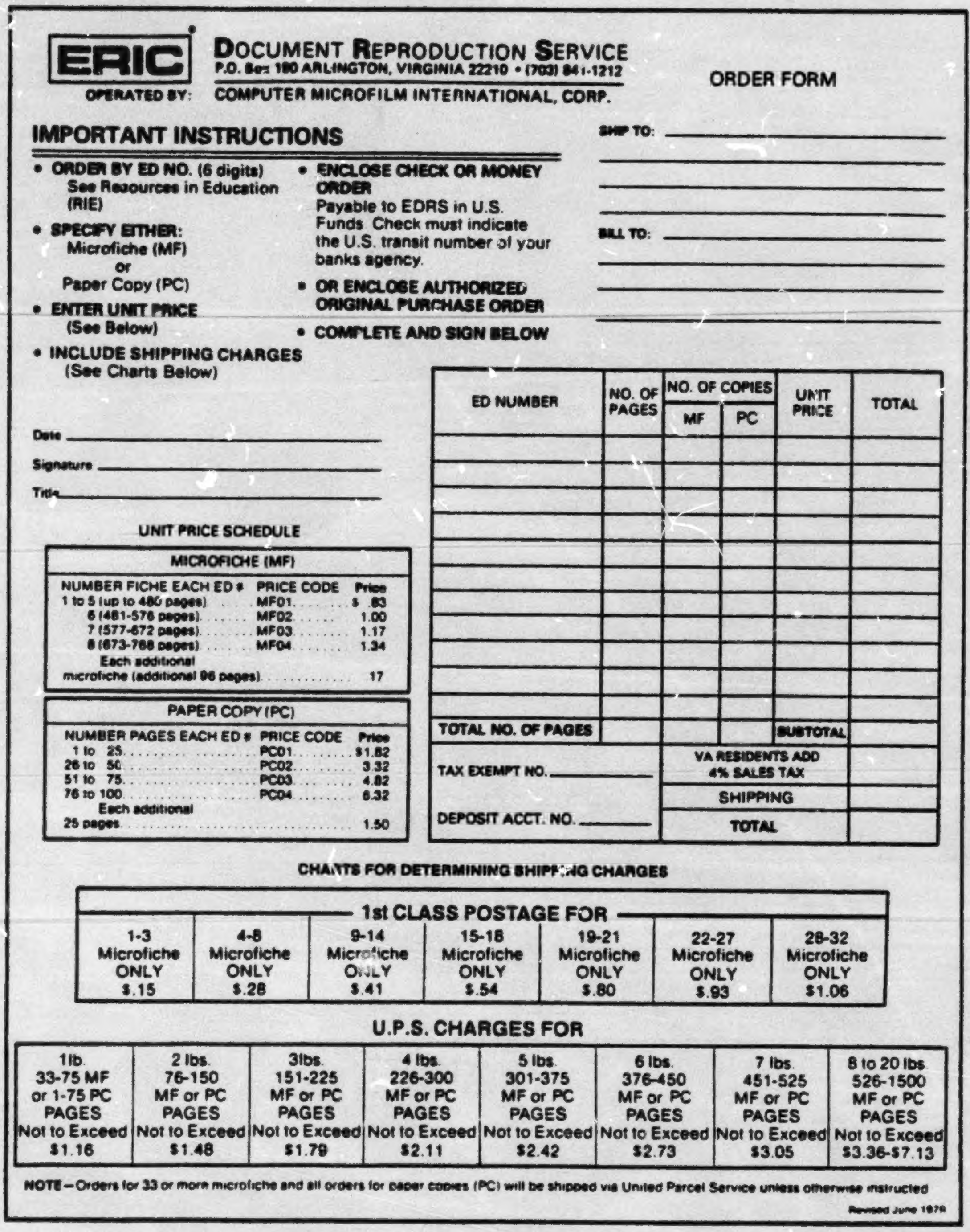

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